



Jersey Overseas Aid Programme Officer

Job Description

Location: Jersey Overseas Aid, St Helier Town Hall, Jersey

Employment Status Required: Entitled for Work

Salary: Commensurate with experience (£40-50k)

Overview

Jersey Overseas Aid (JOA) is looking for an enthusiastic Programme Officer to join our small professional team in St Helier.

Reporting to the Head of Programme, the Programme Officer will primarily be responsible for the oversight of JOA International Development Grants, ensuring that projects are implemented as agreed and in accordance with the highest standards of aid effectiveness. They will be particularly responsible for JOA's Dairy for Development theme, managing and developing a coherent portfolio of projects in this field and developing Jersey's growing reputation, but will also be required to support all aspects of JOA's grant making. The Programme Officer will play a role in evaluating and selecting new projects to be funded, including conducting appropriate checks on grantees and their partners. The role will additionally support two of JOA's other workstreams: Local Jersey Charities, including assessment, selection and management of overseas projects as well as leading in training and capacity-building initiatives; and Professional Volunteering and Bursaries, supporting the assessment and onboarding processes

Other duties will include outreach and communications; explaining what JOA does, and collating and presenting information about our projects to schools, the Jersey public and the wider world. It also involves providing support to JOA's Community Work Project scheme, liaising with project partners, ensuring volunteers are prepared and assisting with administration.

Key Responsibilities

Programme (60% of the role) - Monitoring, oversight, selection and administration of development grants, particularly JOA's Dairy for Development portfolio and Local Charities.

- Help select International Development projects: invite, review, score, and recommend proposals; conduct interviews as necessary; help ensure an adequate pipeline; quality control.
- Monitor Development projects: read interim narrative and financial reports; deal with delays and budget revisions; authorise interim payments.
- Close Development projects: read final narrative and financial reports, compare with project documents; consider and agree no-cost extension requests and commission external evaluations.
- Work closely with JOA's technical dairy partner, the Royal Jersey Agricultural & Horticultural Society (RJA&HS), to identify and pursue opportunities in the Dairy for Development space.
- Engage with the International Development Sector; represent JOA at conferences, meetings, and events, in particular on the theme of Dairy for Development.



- Convene and lead thematic discussions and knowledge-sharing initiatives among development stakeholders.
- Collaborate with JOA partners in creating joint events (workshops, lectures, exhibitions etc.).
- Assist with carrying out due diligence on prospective grantees.
- Assist in the management of JOA's Jersey Charity portfolio: review, score, and recommend proposals. Read interim narrative and financial reports; deal with delays, budget revisions, authorise interim payments. Review final narrative and financial reports. Consider and agree no-cost extension requests and commission external evaluations.
- Meet with Local Charity representatives to discuss their projects. Assist in refining ideas, objectives and methodology.
- Lead on outreach and support of Jersey Charities including convening quarterly networking and capacity-building workshops. Assist in the drafting of relevant JOA publications, briefings and other communications.
- Ensure JOA is represented at relevant high-level development events, roundtables and working groups.
- Establish and maintain key partnerships including with government donors, international organisations and foundations.
- Conduct due diligence, scoping and monitoring visits to JOA projects in Africa and Asia.

Professional volunteering and bursaries (20% of the role):

- Support the volunteering team in managing JOA's professional volunteering initiatives (including, but not limited to, professional volunteering for accountants).
- Support with recruitment, placement, and management of professional volunteers.
- Develop and implement strategies to improve JOA's volunteer impact and engagement.
- Administer bursary applications and oversee financial reporting for professional placements.
- Work with external partners to expand professional volunteering opportunities.

Outreach and other support (20% of the role):

- Help deliver outreach programmes and events for schools, States members and Jersey public.
- Assist Communications and Engagement Officer, as and when required. Regularly update JOA website and social media.
- Answer enquiries from members of the public.

This list of duties and responsibilities is not exhaustive; the post-holder may be required to undertake other appropriate duties as required.

Key Requirements

- At least three years' experience working for an international NGO, UN Agency, donor or other development organisation
- Good organisational skills
- Strong ability to take initiative
- Ability to juggle a varied workload



- Good IT skills and ability to learn new systems
- Willingness and ability to travel overseas (around four-six weeks a year, although not necessarily more than eight days at a time)
- Educated to degree level in a relevant discipline
- Excellent written, analytical and research skills
- Entitlement to work in Jersey

How to apply

Potential applicants are invited to submit a cover letter and CV to recruitment@vhr.je . The deadline for applications is 5:00pm (BST) on 9th May 2025. Shortlisted candidates will be invited for interview and potentially be required to submit a written test. Interviews to be held w/c 19th May 2025.