

## Jersey Overseas Aid Programme Officer

### Job Description

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

**Level of Effort:** Full time (37.5 hours per week)

**Status Required:** Entitled to Work

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

### Overview

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 Conservation Livelihoods 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 require supporting Local Jersey Charities, including assessment, selection and management of overseas projects as well as assisting in training and capacity building initiatives.

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. They will support JOA's Community Work Project scheme, liaising with project partners, ensuring volunteers are prepared and assisting with necessary administration.

### Key responsibilities

**Programme (75%) - Monitoring, oversight, selection and administration of development grants, particularly JOA's Conservation Livelihoods portfolio and Local Charities.**

- Help select International Development projects: Invite, review, score, recommend proposals; conduct interviews as necessary. Help ensure adequate pipeline; quality control.
- Monitor Development projects: Read interim narrative and financial reports; deal with delays, 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.
- Engage with the International Development Sector. Represent JOA at conferences, meetings, and events, in particular on the theme of Conservation Livelihoods.
- 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 due diligence on prospective grantees
- Assist in the management of JOA's Jersey Charity portfolio: review, score, 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. Assist with 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 government donors, international organisations and foundations.
- Conduct due diligence, scoping and monitoring visits to JOA projects in Africa and Asia.

**Outreach and other support (c.25%) – various communication, outreach and operational duties as required:**

- Contribute to JOA's Community Work Project programme including strategy, interviews, launch event and administration.
- 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
- Lead on JOA bursary application process and management of bursary applicants.
- Assist with the training of JOA Programme Associate and other staff / partners as required.
- 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 (c. 4-6 weeks / year, though not necessarily more than eight days at a time)
- Education 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 [r.carlotti@joa.je](mailto:r.carlotti@joa.je). The deadline for applications is **25<sup>th</sup> August 2023**. Shortlisted candidates will be invited for interview and potentially a written test.