



international  
**alert**

## JOB DESCRIPTION

<b>Job Title</b>	<b>Project Support Officer</b>
<b>Reports to</b>	<b>Senior Projects Manager</b>
<b>Management Responsibility</b>	<b>N/A</b>
<b>Job location</b>	<b>London</b>
<b>Grade and level</b>	<b>4.2</b>
<b>Contract Duration</b>	<b>Fixed term until April 2019 (possibility of extension depending on funding)</b>

### **Job Purpose**

The purpose of this job is to provide grants management, events management and project implementation, monitoring and evaluation support to specific projects within the Eurasia programme. While this post will be shared across the Eurasia programme, particular support will be given to our work addressing the Nagorno-Karabakh conflict.

### **Duties and Responsibilities**

#### **1. Grants management**

- Draw up agreements (Contracts/Terms of Reference) with field-based partners under supervision of Alert budget holders, based on project budgets and action plans, ensuring compliance with internal Alert financial systems and donor accountability requirements;
- Solicit & process financial reports from partners in the region, monitor expenditure of funds and ensure that expenditure is incurred in a timely manner and in accordance with the deliverables explained in the project proposal and contracts;
- Lead on monthly internal financial reporting to the budget holder, adjusting forecasts against expenditure, ensure a budget balance and raise any critical issues arising from the monthly reports;
- Administer timely donor financial reports in accordance with donor requirements and in collaboration with senior staff;
- Act as a point of contact between finance and projects manager in the auditing of grants;
- Design narrative reporting templates for partners in line with agreements with partners, and with Alert's reporting requirements to the donor;
- Solicit & process narrative reports from partners, pursuing clarifications where necessary. Note: narrative reports are received from partners in Russian;
- Draft donor narrative reports and updates according to their requirements, with input from senior staff.

#### **2. Project implementation**

- Assist with the budgeting and organising logistics for events (both in the UK and abroad), ensuring smooth 'behind-the-scenes' running of events contributing towards a positive working atmosphere. This includes purchasing of tickets, booking of accommodation, meals, transport, allocation of per diems for staff and participants, and organisation of cultural programmes accompanying project events, in accordance with the organisational procurements policies and procedures;

- Participate in the development and implementation of particular activities and strategies, identified together with the project leaders. In time, the post may take on specific responsibility for certain aspects of projects;
- Provide general administrative support to senior project staff and consultants as and when required;
- Supervise volunteers and interns when requested.

### **3. Monitoring & Evaluation and Programme Design**

Support the Senior Projects Manager and the Senior Programme Design and Assessment Officer to:

- Conduct necessary ongoing monitoring and evaluation of projects, particularly in the Nagorny Karabakh strand, including carrying out design and implementation of monitoring and evaluation systems for new activities;
- Compiling and analysing monitoring data from partner activities and preparing and sharing internal monitoring reports demonstrating impact;
- Contribute to team-wide coordination and information-sharing on experience of monitoring and evaluation and learning systems;
- Contribute to the preparation of fundraising proposals, including the development of draft proposal budgets;
- Contribute to the conceptualisation of new ideas – through team meetings, discussions with partners and project staff and participation in strategic planning exercises.

### **4. Communications**

- Work with the Communications team and project staff to regularly monitor and update Alert's website with latest project developments;
- Collect relevant material and draft contributions to the e-bulletin;
- Lead on publication processes in accordance with organisational requirements and timelines;
- Editing/proof reading of English and/or Russian texts for publication;
- Provide written translation support (of project documents, summaries, letters, etc.) where required (Russian – English or English – Russian). Note: this does not include translation of large documents for publication where professional translation is required;
- Maintain contact networks and databases – this may include undertaking sensitive and discrete communication with contacts and partners when required;
- When requested by senior staff, communicate in a sensitive, politically correct and diplomatic manner with partners and external stakeholders on events' related issues.

### **5. Partner Relations**

- Develop effective relationships with local partners, establishing a positive and mutually supportive professional working relationship;
- Maintain frequent contact with partners, especially concerning logistics and reporting requirements, as well as to answer queries and provide mutual updates.

### **6. Knowledge management**

Developing and sustaining knowledge management systems by:

- Maintaining multiple project and programme calendars, in particular ensuring coordination of different programmes and project events;
- Maintaining grant management files, ensuring all relevant project and financial documentation is kept according to the highest standards and requirements of donors;
- Assisting in keeping the Eurasia intranet file-sharing system up to date and user-friendly.

### **7. Team working and organisational development**

- Foster positive atmosphere conducive to team-working and information exchange and mutual support within the Eurasia team, in particular within the programme support peer group. This is in particular in relation to supporting synergies and

<p>coordination between different and numerous initiatives and activities within different projects held by different projects managers. Also, ensuring ability to provide minimal cover for each other during absences;</p> <ul style="list-style-type: none"> <li>• Promote knowledge of the work of the Eurasia programme within the organisation and to encourage sharing across different programmes where there might be opportunities for the exchange of information and learning across the organisation;</li> <li>• Contribute to organisational development processes and participate in working groups as appropriate.</li> </ul> <p><b>8. Contribute to Alert generally</b></p> <ul style="list-style-type: none"> <li>• Contribute to team-wide communications and knowledge management, and participate in organisation-wide events and discussions on related topics/projects;</li> <li>• Any other tasks as may be reasonably required.</li> </ul>
<b>Travel requirements</b>
Based in London with regular travel to the South Caucasus and other destinations.

## PERSON SPECIFICATION

### ESSENTIAL REQUIREMENTS

<b>Talents</b>
<p>At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles. For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this job you need to be both highly organised and flexible and be able to maintain a positive attitude to your work including under pressure. You will have a 'can-do', solution-oriented, customer-focused attitude, because while the main focus of the position is administration and logistics, the post requires frequent communication and liaison with project partners, requiring excellent interpersonal and communication skills (both verbal and written).</p> <p>This is what we will be looking for above all else.</p>

A degree in a subject relevant to peacebuilding
Experience of financial administration including budgeting and budgetary management; can manage financial expenditure with accuracy and oversight, in line with project budgets
Experience of organising events, logistics, etc.
Experience of reporting on projects, both in narrative and financial formats
Experience of implementing monitoring & evaluation processes at project level
Meticulous attention to detail, particularly in regards of financial data management and project planning
Self-motivated, pro-active and able both to prioritise, multi-task and respond to urgent issues as they arise
Experience of working with a range of implementing partners from a distance
Fluent English & Russian (written and spoken)
An ability to work effectively in teams
Computer literate, in particular with spreadsheets (e.g. ability to design/use databases and financial data management systems)
Has a high degree of emotional intelligence and is able to interact successfully with a diverse range of people
Is non-judgemental, able to remain impartial, and understand different perspectives
Is sensitive to the needs of colleagues, partners, and beneficiaries and can put their needs first
Takes pride in the quality of their work

## DESIRABLE REQUIREMENTS

Experience in international development and/or peacebuilding sector
Practical experience of monitoring and evaluation
Experience in submitting proposals to donors and raising funds
Has worked in diverse teams and/or has lived and worked in different cultural contexts
Can design good project ideas with clear change goals
Knows how to devise a project budget and fit it to donor budgeting systems

## SUMMARY TERMS AND CONDITIONS

<b>Pension</b>	All staff receive a pension contribution which is equivalent to 10% of their gross salary. The post-holder will be automatically enrolled into the Alert Pension scheme which is with Scottish Widow, but can choose to opt out.
<b>Leave entitlement</b>	25 days per year plus English statutory holidays.
<b>Notice period</b>	There will be an initial six month probationary period during which notice will be two weeks on either side. On successful completion of the probationary period notice will be one month.
<b>Working hours</b>	Full time staff are expected to work a standard 35 hour week, with some flexibility around start and finish times to be agreed with the line manager. All staff are required to work core hours 10am – 4pm.
<b>Sport's club membership</b>	Staff can take advantage of subsidised membership of a local sports club, on successful completion of the probationary period.