

Job Title:	Programmes Partnerships Manager
Department:	International Programmes Department
Location:	London
Reports to:	Head of International Programmes
Line Management responsibility:	Programmes Partnership Officer
Budgetary Responsibility:	N/A
Child safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

Job Purpose:

The Programme Partnership team will manage all partner relationships and be responsible for the timely, high quality programme delivery. Primarily responsible for programme strategy and proposal development, the team will also act as a primary interface between Muslim Aid and its partners and beneficiaries, as well as with donors and other programme stakeholders.

The Programme Partnership Manager will hold the direct relationship with partners, lead on partner contracting, monitor programme delivery (budgets and outcomes), convene and facilitate networks and provide a primary interface between the organisation and its partners.

The key responsibilities of this role are to provide relevant technical and management advice and support to ensure partners are effectively and efficiently implementing funded projects whilst ensuring monitoring of programme activities in compliance with Muslim Aid's strategy. The role will lead the identifying new partners and ensure Muslim Aid is strategically positioned globally.

Key Accountabilities:

Programme Development and Implementation

1. Manage existing relationships and be responsible for identifying and developing new relationships with organisations with whom Muslim Aid's work has operational and strategic synergy.
2. Establish, maintain and expand partnerships and alliances with various strategic partners from development organizations, and civil society organisations to ensure active participation and promotion of active citizenship approach.
3. In consultation with the Head of Programme, identify opportunities for programmes that have high impact and respective partnership modality.
4. Critically appraise project proposals submitted by partner organisations to ensure that they have clear sense of purpose and direction.
5. Support existing partners to produce project proposals for funding from Muslim Aid and possibly, institutional donors through visits and regular follow up.
6. Process grant agreements and review clauses therein to ensure appropriate management of grant requirements. Keep the key functions in the organisation informed of relevant requirements, grant

conditions, application forms, submissions and reporting deadlines, ensuring that relevant staff across the organisation are aware of their respective grant management.

7. Contribute actively in identifying potential institutional funding and link up partner organisations to institutional donors and support partner organisations in securing funding for programme where necessary in collaboration with the institutional funding unit.
8. Coordinate and mobilise technical support for the program partners, accompanying them and ensuring high quality of programming.
9. Support the capacity development of partner organisations where necessary.
10. Ensure organizational due diligence of partners funded adhere to MA's due diligence procedure.
11. Ensure partners/projects meet MA's procurement and safeguarding procedures.

Planning and Budgeting

1. Participate in the development of global strategy, planning and policy development considering Muslim Aid experience and capacity in partnership programming.
2. Participate in developing and Monitoring of Muslim Aid's annual action plans and business plans.
3. Assist and work with the Programme Finance unit in the development of project and partner's budget allocations.

Reporting, Analysis, Innovative Thinking and Problem-solving

1. Work with partner organisations to contribute to the achievement of the SDGs.
2. Analyse and appraise reports submitted by partners to ensure they are of high quality.
3. Prepare, update and compile reports required by Muslim Aid or external stakeholders.
4. Ensure that partners submit narrative and financial quarterly, annual and final/completion project reports on time.
5. Refer unresolved challenges to programme delivery to the Head of Programmes with innovative solutions.
6. Resolve issues of non-compliance with directives and ensure that an action plan is drawn up to deal with these issues.

Communication and Coordination

1. Collate and compile reports and produce data which feed into the Annual Report of Muslim Aid.
2. Communicate with a range of institutional and private donors and other international NGOs related to issues concerning partners.
3. Work closely with the media department to ensure that the partner's information on social media and website are up to date (project profiles, case studies, photos, desk filing systems and archiving of documents and reports).

Monitoring and Evaluation and Quality Assurance

1. Undertake monitoring and assessment field visits to partner countries to ensure programmes are implemented as proposed, contracted and per donor guidelines and standards.
2. Monitor programmatic and administrative systems activities to ensure partners are operating to Muslim Aid policies and standards.
3. Review and report to the Head of Programmes project risk assessments and with the Head of Programmes, advise on mitigation approaches.

People Management

1. Provide regular one to ones to the relevant employees, ensuring that you adhere to MA's annual appraisal "PACE" framework
2. Ensuring that relevant employees are set with annual SMART objectives and making sure that you are aware of your SMART objectives from your line manager
3. Support both the professional and personal development of colleagues to ensure that they are able to remain proactive on all matters thereby maximising and integrating the effectiveness of the support they provide to fulfil corporate goals and plans.
4. Facilitate all necessary consultation, communications and good relations within the wider organisation including staff of Country Offices and partner organisations

Other

1. Travel to Partner Offices for 25% year. Each visit may last for up to 10 days.
2. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
3. To comply with all policies, procedures, legal and regulatory requirements.
4. Any other duties commensurate with the accountabilities of the post.

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Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Bachelor's degree in a relevant subject.	Essential	Application
Postgraduate degree in international development, sustainable livelihoods, humanitarianism, programme management, or equivalent	Desirable	Application
Experience & Knowledge:		
Understanding of development programmes design, implementation and evaluation	Essential	Application and Interview
Extensive experience of working with proposals, budgets, data and reports.	Essential	Application and Interview
Knowledge of Sustainable Development Goals and their relevance.	Essential	Application and Interview
Knowledge of SPHERE, CHS and DEC Accountability Framework priorities and other humanitarian/development sector initiatives and standards.	Desirable	Application and Interview
Experience of successfully fundraising and dealing with institutional donors and international donors	Desirable	Application and Interview
Proven experience in monitoring and evaluation of programmes; using of quantitative and qualitative research data collected in support of programme development	Essential	Application and Interview
Proven experience and knowledge of effective budgetary control and grant management	Essential	Application and Interview
Experience of distance management	Essential	Application and Interview
Experience and knowledge of development and humanitarian issues.	Essential	Application and Interview
Experience of working on emergency and/or disaster preparedness programmes in developing countries	Desirable	Application and Interview
Experience of at least one of the specialised areas of livelihoods, education and Health	Essential	Application and Interview
Skills & Abilities:		
Good interpersonal and communication skills and ability to liaise effectively with people at various levels	Essential	Application and Interview
Good team work skills with the ability to work with different and sometime conflicting agendas	Essential	Application and Interview
Good organisation, coordination and project management skills	Essential	Interview
Strong and well-developed analytical skills coupled with experience of writing quality proposals and reports Strong analytical abilities.	Essential	Interview
IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by Muslim Aid	Essential	Interview
Ability to adapt to changing deadlines and priorities.	Essential	Interview
Ability to work in and with a diverse team	Essential	Interview
Ability to work under pressure and on own initiative.	Essential	Interview
Ability to analyse and assess complex situations and develop policies	Desirable	Application
Willingness to travel at very short notice	Essential	Application and Interview

Commitments:		
Commitment to Muslim Aid's mission, visions and values.	Essential	
Commitment to Muslim Aid's ethos.	Essential	
Commitment to equality of opportunity and diversity.	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

You will display the competencies below:	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		Employee Name:		Date:	
Line Manager signature:		Line Manager Name:		Date:	

