



Programs and Partnerships Associate
Salary Range - £25,500 - £28,500
(£28,500 - £31,000 with London weighting)

How does it all work?

Global Fund for Children works to build a world where all children and youth are safe, strong, and valued. To that end, we partner with innovative, locally led organisations, helping them deepen their impact and build their capacity for social change. By pairing flexible funding with targeted capacity development services, we help our partners grow stronger and more responsive to challenges on the ground. Since 1997, we have invested more than \$44 million in over 700 organisations. Our work advances the rights of children and youth across four focus areas: education, gender equity, youth empowerment, and freedom from violence and exploitation.

You will join a multinational team of caring and committed individuals who believe in investing in bold ideas to help grassroots organisations deepen their impact and advocate for children's rights. We value courage, excellence, learning, partnership, and inclusion, as well as kindness and passion. Our partners' visions for change inspire all we do. Feedback and learning inspire us to do better, and we strive to be youth-centered.

What will you be doing?

The Programs and Partnerships Associate is responsible for performing day-to-day administration and operational support for the GFC Programs and Development Teams. Your primary responsibilities will be to support the development and roll out of the new and innovative Spark Fund – a global youth-led participatory fund - and to work with the development team to assist with managing and growing GFC's donor portfolio.

The Programs and Partnerships Associate will be responsible for:

Programs (50%)

- Meeting, logistics and event management for the Spark Fund, including providing secretariat support to the Spark Fund steering group.
- Providing administrative support to the Europe and Eurasia programs team, the wider Spark Fund team and youth-led panels.
- Working closely with the finance team to ensure honorarium payments and grants are processed in a timely manner.



- Being main point of contact for youth panelists and partners on our new online platform.
- Tracking partner progress and deliverables, preparing grant reports and contributing to proposals. You will help document and communicate the work of our partners.
- Working with local youth fellows and team members on projects to help partners advance their work. Tracking and sharing country, regional and issue trends in the areas where we work.

Development (50%)

- Assist in managing a portfolio of existing and new donors, through a variety of approaches, ensuring the highest level of donor care and stewardship, and helping to create opportunities to engage new donors,
- Liaise with program and finance staff to share grant requirements and reporting expectations, and ensure all deliverables are met
- Maintain donor information in the database, including contact information, dates of and notes from meetings, reporting and submission deadlines, and correspondence with donor staff
- Build and develop new relationships with prospective donors
- Assist in preparing compelling concepts, proposals, reports and other fundraising material as necessary

Both aspects of this role require the ability to work well as part of a global team and display a high degree of personal initiative and accountability.

This is a full time position based in the UK, reporting directly to the UK Programs Officer. This is a two year, fixed term position with the possibility of extension subject to further funding. We envisage this position as a hybrid role with ideally around 40% of your time spent in our London office (when we return to office based working – currently planned for October 2021) and the remaining 60% flexible, where you can choose to work from home or from our office base. The post will involve UK travel and potentially some international travel in the future (pending Covid restrictions).

Are you the right person?

The right candidate will:

- Be able to demonstrate a clear passion for working directly with, and advancing the rights of, children and young people in the UK and around the world.



- Be able to manage a high volume of administrative and project management work with efficiency and with a high level of attention to detail.
- Be able to demonstrate excellent organisational skills and willingness to take ownership over their areas of work.
- Have excellent communication skills and be able to engage effectively and inclusively with a wide variety of stakeholders including young people, peer funders, donors and community based organisations around the world.
- Have experience with project management, especially within the third sector or youth work.
- Have strong English writing, editing and proofreading skills.
- Work well in a fast paced environment and be able to manage competing demands and prioritise while meeting deadlines.
- Be a collaborative team player, relationship builder, and cross-cultural communicator.
- Have a proactive approach with an ability to learn and adapt quickly.
- Be comfortable working in a co-designed pilot process where the demands of the role may change depending on the decisions of our youth-led panels.
- Have some knowledge of community-based and/or international development, children's rights, or other social justice issues whether professionally, through voluntary work or activism or through lived experience.
- Have good professional IT skills and willingness to develop these further.
- Have good judgment, tact, patience and a sense of humour.
- Be able to travel both domestically and internationally.

Desirable

- Experience of supporting partners, members or clients in an online forum or community platform, or an understanding/experience of human led design or design thinking.



- Understanding of child safeguarding.
- A working knowledge of a second language spoken in any GFC region (Africa, Asia, Europe and Eurasia, the Americas).
- Experience developing funding proposals.
- Familiarity with grantmaking and/or fundraising databases.

What we offer:

Weekly hours – 37.5 hours per week.

Pension – After successful completion of probation, employees are auto-enrolled on the GFC workplace pension scheme. 4% employer contributions with 4% employee contributions.

Holidays – Basic allowance is 24 days annual leave and 8 English bank holidays. This rises to 29 days basic allowance after 5 years.

Flexible Working Location – GFC is open to applications from candidates across the UK that are willing to travel regularly to our London office.

How to apply:

Please send a cover letter which demonstrates how you'd excel in this role along with your salary expectations and an up to date curriculum vitae to careers@globalfundforchildren.org with "Programs and Partnership Associate" in the subject line. Applicants must be legally eligible to work in the UK.

Application deadline: midnight on **17th September 2021**

First interviews taking place (virtual): Week beginning 20th September 2021

Second interview taking place (virtual): Week beginning 27th September 2021

GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We particularly encourage applications from communities that have historically been excluded from philanthropy and from under-represented groups including candidates who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, and from less advantaged socioeconomic backgrounds.

Learn more about us at www.globalfundforchildren.org.