



Young people in London take part in a GFC partner summer activity – Photo Credit - Little Fish Theatre 2022

APPLICATION PACK – The Phoenix Way

Senior Programme Officer

How does it all work?

The Phoenix Way was created in May 2021 in response to the structural inequalities that Black and racially minoritised communities and community-led organisations face in influencing and accessing funding in the UK. The Phoenix Way works to transform the relationships between funders and Black and racially minoritised communities and community-led organisations. It encourages and supports funders to work within a restorative justice model; respond to structural inequalities and to develop shared leadership, actively empowering Black and racially minoritised communities to make decisions relating to funding processes, priorities and funding allocations. Global Fund for Children – as part of The Phoenix Way partnership – provides the funding structures for The Phoenix Way.

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 globally. 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 community-led 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 centred.

What will you be doing?

The Senior Programme Officer is responsible for the day to day running of The Phoenix Way grants programmes within Global Fund for Children as well as supporting the development of the external Phoenix Way partnership in collaboration with the Ubele Initiative. This role will work with The Phoenix Way National Leadership Group and regional panels to co-design a participatory grantmaking process that channels funding to Black and racially

minoritised-led groups and organisations across the UK. The Phoenix Way is a large, pooled fund with initial thematic focuses on:

- emergency funding,
- young people,
- empowerment of women and girls, and
- serious youth violence.

The Senior Programme Officer will work independently and as part of our Europe and Eurasia and global Programmes teams. This is a full-time position based in the UK, reporting directly to the Regional Co-Director for Europe and Eurasia. This is an exciting new role that will allow you to build the participatory mechanisms to bring the Phoenix Way Fund to life. The role will focus on:

Participatory Grantmaking:

- Set up new participatory grantmaking platform for applicants and reviewers
- Coordinate participatory co-design process for national Phoenix Way Funds – initially this includes a national emergency round and Phoenix Futures, our youth focused strategy
- Support regional hubs to develop and co-design regional participatory grantmaking processes
- Act as first point of contact for applicants and reviewers throughout the participatory grantmaking process
- Manage and oversee grantmaking for the Phoenix Way portfolio through our grantmaking database Giving Data

Overall Project management:

- Manage and report on the day-to-day progress of the Phoenix Way within Global Fund for Children and to key external stakeholders
- Meet regularly with the Ubele team, the Phoenix Way partners and the regional hubs for planning, updating and learning purposes
- Ensure that the grantmaking platform and other outreach materials are updated and accessible
- Represent Global Fund for Children and The Phoenix Way at external meetings and events

Phoenix Way Partnership Support and Learning:

- Establish trust-based relationships with Phoenix Way grantee partners and act as the GFC focal point for them
- Work closely with The Phoenix Way learning partner, communications leads and leadership group to collect and highlight stories, learning and successes from grantees to demonstrate the impact of grantees and The Phoenix Way
- Work in collaboration with the grantee partners, the Ubele Initiative and the regional hubs to build and strengthen networks
- Act as liaison between external learning partners and Phoenix Way partners

Are you the right person?

If you have a track record of engaging Black and racially minoritised communities in participatory and community-led activities, have strong project management skills and have knowledge and expertise in supporting partnerships, we would love to hear from you!

We know that the right person may not be equally experienced in all aspects of the skills listed below so we are committed to providing induction and development support to the new role holder. We are looking to hear from exceptional candidates who can demonstrate strong skills in most of the following areas in their application and at interview.

Essential

- Lived experience of and/or significant expertise in understanding the impact of systemic racism on Black and racially minoritised communities and Black and racially minoritised community-led organisations
- Strong experience in engaging and working with Black and racially minoritised communities to co-design programmes or projects
- Strong experience in project management with multiple external stakeholders
- Strong facilitation skills, both online and in face-to-face settings
- Track record of independently delivering high quality work in a complex environment staying focused on deadlines and details as well as project delivery
- Experience of using a CRM, database or other tools to track projects, grants or similar
- Experience of collaborative working including with communities, organisations and funders
- Strong verbal and written communication and interpersonal skills with the ability to interact and adapt information for people from a wide diversity of communities and cultures
- Good problem-solving skills
- Willingness to travel regularly within the UK, including regular overnight stays
- Strong commitment to the Phoenix Way and Global Fund for Children’s mission, values and vision

Desirable

- Experience in grant making and/or managing CRM databases
- Experience in working in any of the following thematic sectors:
 - children and young people’s services
 - youth work
 - women and girls’ movement including empowerment programmes and/or violence against women and girls’ services
- Experience in grant management including project learning, monitoring and evaluation
- Experience in managing large budgets and/or multi-donor budgets

What we offer you:

Global Fund for Children (GFC) fosters a caring and flexible work environment that promotes collaboration, team wellbeing, respect, and professional development. We set standards of excellence and quality in our work, firmly believing that children and youth deserve the best we can offer.

Salary range - £42,000 - £48,000 per year

Weekly hours – 35 hours per week.

Pension – After successful completion of probation, employees are auto-enrolled on the GFC workplace pension scheme. This pays 8% employer contributions with 4% employee contributions.

Holidays – 25 days annual leave and 8 UK bank holidays. GFC also offers an additional 5 floating holiday days to mirror global organisational leave. The basic annual leave allowance increases to 30 days after 4 years continuous employment.

Flexible Working Location – GFC is open to applications from candidates across the UK that are willing to travel regularly to our London office and to visit Phoenix partners. The GFC UK Trust team currently has team members based in Scotland, the South-West of England and in and around London and utilises a flexible, remote model with regular travel to our office for those living outside London and a hybrid working model for those based close to London.

Learning – GFC encourages professional development as a part of our culture and values. GFC provides regular opportunities for training, collaboration, and mentorship. Employees may access to professional development funds to support continued learning.

How to apply:

Instead of a traditional cover letter, please share your CV and answers to the following questions in 1-2 A4 pages:

- 1) What excites you most about this role and how is it directly connected to your skills or experience;
- 2) What experiences of project management would you bring to this role; and;
- 3) What experiences of participatory work or co-design would you bring to this role?

to careers@globalfundforchildren.org with “Senior Programmes Officer – Phoenix Way” in the subject line. Applicants must be legally eligible to work in the UK. **The deadline for applications is Sunday 19th February, 2023.**

You can also choose to submit an Equality and Diversity Monitoring Form which is optional and anonymous. The selection committee will not have access to these forms during the recruitment process. Please use this [link](#) or download the form on our website - <https://globalfundforchildren.org/careers/>

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 and racially-minoritised communities, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, and from less advantaged socioeconomic backgrounds.**

If you are an applicant with a disability and require a reasonable accommodation to apply, please send an email to careers@globalfundforchildren.org with your request.

Learn more about us at www.globalfundforchildren.org.

