



WaterAid/Eduardo Rodriguez



WaterAid/Jordi Ruiz Cirera



WaterAid/Sbtain Haider

# Job description

Priority Projects Officer

47-49 Durham Street  
London  
SE11 5JD

Full time, Fixed-term contract (6 months)

Grade 6



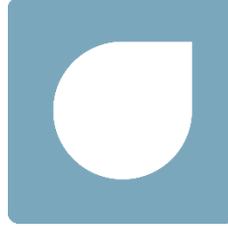
**WaterAid**

WaterAid is an international not-for-profit, determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation.



**One vision.  
Three goals.**

## Who we are



Since we started in 1981, we've remained resolutely focused on tackling these three essentials that transform people's lives.

Without all three, people can't live dignified, healthy lives. With all three, they can unlock their potential, break free from poverty, and change their lives for good. Children grow up healthy and strong, women and men get to earn a living, whole communities start to thrive. It sounds normal and it should be.

We're committed to changing normal forever—are you?

# About the role



## JOB TITLE

<b>Place of work:</b>	47- 49 Durham Street, London SE11 5JD
<b>Pay band:</b>	6
<b>Salary:</b>	£27,830 with <a href="#">excellent benefits</a>
<b>Contract type:</b>	Full time 6 month fixed term contract
<b>Reports to:</b>	Priority Projects Manager
<b>Manages:</b>	N/A
<b>Budget responsibility:</b>	N/A
<b>Travel:</b>	N/A

## Team description

WaterAid UK has an ambitious new strategy to grow the size of its programmes through restricted income - over the next five years WaterAid UK plans to grow its restricted income for its programmes by a minimum of 35%. The organisation is therefore now at a turning point in its approach to institutional funding and is making significant investments into its capacity and capability to deliver growth. Within this context, the Institutional Funding and Partnerships Team is leading on the operationalisation of this new strategy as well as increasing the expertise and capability of the staff working on resource mobilisation and institutional partnership building.

The mandate of Institutional Funding and Partnerships Team includes:

- 1) Cultivate and secure income from WaterAid UK's priority institutional partners for all WaterAid Federation programmes,
- 2) Support the effective design of restricted funded programmes, with a special focus on strategic, high value and/or complex opportunities
- 3) Ensure the enabling environment is in place for the effective management of all restricted income across WaterAid UK.

The Priority Projects sub-team manages a portfolio of restricted funding products known as Focus

## **Job description**

Country Projects or FCPs. The projects are funded by multiple donors across the WaterAid federation, from Philanthropists & Corporates to community groups and schools. The team also provides fundraisers with resources, including project proposals and six monthly progress updates, to enable them to forge connections and long-term relationships with donors by bringing them closer to our work, while maximising restricted income for WaterAid.

## **Job purpose**

WaterAid UK is recruiting an exciting role in the Priority Projects sub-team. The Priority Projects Officer will co-ordinate a portfolio of five Focus Country Projects (FCPs), and act as the global FCP focal point for fundraisers. The role will promote the projects to maximise restricted income, and track income raised. The Priority Projects Officer will liaise with country programme colleagues to monitor project progress, and keep fundraisers informed. This is a 6-month fixed term opportunity while team undergoes a review and re-structure.

# Accountabilities



- Act as global focal point for FCP enquires (face to face and via FCPSupport helpdesk)
- Monitor and track income raised & funding gaps for FCPs, using Effra and the income tracker spreadsheet
- Manage FCP Hub on The Spring, actively promote the projects to fundraisers and provide timely updates on the latest FCP news via email, Yammer and MMMs
- Commission high quality photos, case studies and other communications content for projects when required, and track use of content across teams
- Monitor project progress on a regular basis to identify deviations from planned activities and budget
- Write and/or review FCP proposals and reports (narrative and budget/finance reports)
- Any other reasonable tasks as requested by the Priority Projects Manager or Director of Institutional Funding & Partnerships.

# Person specification



## Essential skills

- Degree level education or relevant work experience in an international development organisation
- Superb attention to detail
- Excellent writing skills and ability to consolidate and communicate complex project information in an inspiring and clear way
- Strong communication skills and passion for international development
- Ability to understand donor requirements and interests
- Good working knowledge of Excel
- Strong interpersonal skills and experience of building relationships across all areas of the organisation at different levels of seniority
- First class organisational skills to manage systems and processes and accurately record project information
- Ability to manage a varied workload and respond to tight deadlines and changing priorities.
- Working style that reflects WaterAid's values of Respect, Accountability, Courage, Collaboration, Integrity and Innovation

## Desirable skills

- Experience of grant monitoring and developing budgets
- Experience of developing fundraising and marketing materials
- Training in communications skills including photo management and copywriting