

## Job Description and Person Specification

### BACKGROUND

<b>Job Title:</b>	Programme Officer
<b>Contract type:</b>	Maternity Cover - fixed term for 7 months
<b>Salary:</b>	£29k pro rata (£17,400 per annum)
<b>Working Hours:</b>	0.6 FTE, part time 3 days per week, with some flexibility for the right candidate and potential to increase hours dependent on future funding (EC4N)
<b>Location:</b>	Flexible home/office based dependent on circumstance and Covid-19 guidance, with preference for some time spent in office in Central London (EC4N)
<b>Reporting to:</b>	CEO/Director of Programmes
<b>Direct Reports:</b>	Programme Communications Intern; occasional volunteers
<b>Key Relationships:</b>	Regional Coordinating Partners, Programme Fundraising Manager, Finance Manager

StreetInvest and its partners have the ambitious goal to be reaching 100,000 street-connected children a year through Street Work by 2025. To make this a reality, StreetInvest has in the past three years restructured its programme to focus on building networks of effective Street Work organisations – under the umbrella of the Global Alliance for Street Work - able to maximise the number of children having access to a trustworthy adult Street Worker. StreetInvest works both directly and through this network to promote and support Street Work by:

- **INFORMING** those impacting on the lives of street-connected children with the evidence they need to understand the children and the issues they face, through **data collection and research**
- **INFLUENCING** those whose policies, attitudes and behaviours impact on the lives of street children and the realisation of their rights, through **advocacy and awareness-raising**
- **BUILDING** organisations and Street Work capacity with the values, attitudes, knowledge and skills to understand and respond to the needs of street children, through **training and capacity-building**
- **STRENGTHENING** Street Work organisations and the sector to be sustainable for the long term, through **network and organizational development.**

Over the past decade, StreetInvest has observed the unsustainability of the ‘traditional’ project approach in relation to Street Work: projects are time-bound, the partnership ends with the project and StreetInvest has faced challenges in documenting the ongoing impact of past work, unable to gather data on partners’ continuing Street Work and measure progress towards its vision of a trustworthy adult for every street child.

Since 2017, StreetInvest has transformed its programme approach, now working through Regional Coordinating Partners (RCPs) in Asia (India), West Africa (Ghana) and East Africa (Kenya) and with plans underway to establish similar regional networks in Europe (UK) and

Central America. Through these five regions, StreetInvest is rebuilding its programme and reframing its impact.

In January 2020, StreetInvest launched an ambitious 5-year strategy and business plan to build upon its recognized specialist expertise, long-term partner relationships and many years of experience to reach more street-connected children, with a greater impact, through its Global Alliance for Street Work. The Global Alliance for Street Work currently comprises 67 organisations including 48 local, frontline NGOs & CBOs in RCP-led networks, alongside international NGOs, academics & research bodies and private sector companies. Together, we are committed to a rights-based approach, focusing specifically on Street Work, in order to promote the positive growth and development of street-connected children (SCC) and reduce the stigma and discrimination they face.

## THE ROLE

The Programme Officer will provide comprehensive programme and admin support to ensure successful delivery of the StreetInvest Programme, working closely with the CEO/Director of Programmes, Programme Fundraising Manager, partners and other members of the StreetInvest team. The role is diverse and will include supporting project and partnership management, research & advocacy, training & capacity building, network development, finance management, programme communications and programme fundraising. The Programme Officer will be responsible for the day-to-day implementation of StreetInvest's Monitoring and Evaluation framework, and maintaining accurate, well-organised records relating to the Programme. The right candidate will have superb, proven organisation skills, a meticulous eye for detail and a track record in supporting teams and managers.

## KEY RESPONSIBILITIES

1. Ensure the smooth day to day running and administration of StreetInvest's research, advocacy, capacity building, network development and Street Work programme activities at a regional and global level
2. Maintain well organised, up to date records relating to Programme activity and offer administrative support to the CEO/Director of Programmes
3. Build and maintain trusting, collaborative relationships with RCPs and network partners and act as the key point of contact for partner, network and programme enquiries.
4. Be responsible for the day-to-day implementation and administration of StreetInvest's M&E framework, ensuring that partner data is of suitable quality and received on time, collated, stored and analysed appropriately.
5. Support DoP and RCPs with the development of the Global Alliance for Street Work, being responsible for the timely and accurate collection and storage of network data and ensuring this is accessible by partners and the StreetInvest team.

6. Provide financial management and logistics support for StreetInvest's Programme activity, including supporting the Director of Programmes and RCPs with budget management and reporting, risk assessments, planning for events and travel, safeguarding processes and compliance.
7. Provide project management support for StreetInvest's regional programmes and RCPs, including monitoring the implementation of MOUs and partnership agreements and obtaining regular updates
8. Maintain StreetInvest's library of training materials, working with the volunteer Head of Training to ensure that all resources are reviewed regularly, complete and accessible by partners and colleagues and appropriate evaluation data is gathered from all training delivered.
9. Coordinating online and face to face events, webinars and meetings as required
10. Gathering compelling stories, photos and videos from partners, in line with StreetInvest's Safeguarding Policy and values, and sharing these with the wider team for inclusion in communications and fundraising activities.
11. Carry out any other duties within the scope, spirit and purpose of the job.
12. Abide by all StreetInvest's policies, regulations and procedures.
13. Where appropriate, to represent StreetInvest and its RCPs on national and/or international platforms.

## PERSON SPECIFICATION

<b>Essential Experience</b>
3+ years' experience of working in a busy support role in an NGO in international development, human rights, child rights or related sector
Experience working with programmes/project management systems including partnership agreements, workplans, budgets and reporting
Relevant undergraduate qualification in International Development, Human Rights, Social Sciences or other relevant discipline OR relevant professional experience
Proven and relevant experience of establishing and managing relationships with external partners and collaborating on joint projects
Proven internal and external communication experience, both verbal and written
Proven experience of administrative and logistical duties
<b>Essential Skills and Knowledge</b>
Ability and willingness to undertake routine administrative tasks
Excellent organisational skills with the ability to coordinate activities and maintain organized information storage systems
Excellent literacy and numeracy and proficiency in Word, Excel, Outlook
Excellent communication and interpersonal skills
Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts

<b>Essential Aptitude</b>
Proactive with a solution-oriented approach
Determined and committed to high quality standards
Meticulous eye for detail and thorough approach to administrative tasks
Ability to establish effective working relationships at all levels internally and externally
Ability to meet deadlines and work calmly under pressure
Commitment to children's rights and rights-based approaches to international development
Self-motivated, and able to work independently, setting and achieving personal goals
Willingness to travel to different locations across the UK, and sometimes internationally, to attend meetings where required (post-Covid)
<b>Desirable</b>
Post-graduate qualification in International Development, Human Rights, Social Sciences or other relevant discipline
Experience of liaison with small, frontline organisations in the Global South
Experience of quantitative and/or qualitative research
Experience of offering administrative support for institutionally funded projects and programmes
Ability to write for external audiences
Relevant overseas experience within the NGO sector