

## **Emergency Nutrition Network Job Description**

<b>Job Title:</b>	<b>Desk Operations Officer</b>
<b>Reporting to:</b>	Project Manager
<b>Salary</b>	£23,000 - £30,000, depending on experience
<b>Base:</b>	Desk-based position in Oxford, UK
<b>Work hours:</b>	23 – 37.5 hours per week (pending project and areas of expertise) Flexible working options, with core office-based working hours

### **Organisational overview**

The ENN is UK registered charity, based in Oxford, UK. It aims to support and accelerate the process of learning in the emergency nutrition and food security sectors to improve the effectiveness and timeliness of humanitarian response in nutritional crisis worldwide. The ENN undertakes a range of activities to support this aim including production of a print publication, Field Exchange, operational and desk based research, capacity building, development of technical guidance, production of training materials and technical support to field staff.

The ENN is governed by a Board of Trustees. Three technical directors oversee project activities and development. Activities are implemented through the team work of an office based administration/finance support team (3 part-time staff), 'off-site' technical staff (4 home-based workers in UK) and an international network of technical consultants, UN agencies and NGOs that collaborate to implement the ENNs project portfolio.

Visit [www.ennonline.net](http://www.ennonline.net) to scope of activities and more details.

### **Terms:**

#### **Job Purpose:**

To provide operational support to ENN operations both desk and field based & assist with the development of new project contracts.

#### **Main Responsibilities of the Job:**

#### **Place in the Organisation**

The post holder works closely with the Project Managers, Finance Manager and Office Administrator and in close collaboration with other office and field staff/consultants to support and coordinate a programme of operations.

#### **Project Finance Reporting:**

Monitor budget expenditure, maintain and produce financial reporting for current and expanding projects and programmes.

Compile financial reports for donors.

#### **Developing new contracts:**

Assist in drafting project proposal budgets for applications to donors.

#### **Field programmes:**

Providing logistical and financial budget support to field-based staff/programmes.

**Other potential activity areas:**

Experience in the following offer potential for work in the following areas:

**Information management** - To work with other team members on development of information management within ENN, including leading on use of ENNs website to disseminate information, interpreting and applying user information (e.g. google analytics), and spearheading initiatives to broaden the ENNs global coverage.

**Fundraising** - To work with other team members on development of ENNs funding base to increase the number of financial contributors to the ENN, in line with ENNs funding strategy.

The post holder may be asked to assume different duties over time. These will be agreed with the jobholder in advance and will be within the scope of the job salary and the jobholder's capabilities.

**Decision Making and Responsibilities**

Day to day responsibility for managing own work under the guidance of the relevant Project Manager and the Finance Manager, as appropriate.

Regular close collaboration and flexible working partnership with Office Administrator, Administration Assistant.

Collaboration with relevant ENN technical staff and project partners.

**Person Specification – Desk Operations Officer****Abilities/Skills:**

- Excellent computer skills - word processing and spreadsheets (Essential)
- Good communication skills - oral, written and numerical (Essential)
- Good organisational skills with the ability to prioritise workload and be able to work under pressure (Essential)
- Ability to work on own initiative (Essential)
- Comfortable working as part of a small support team (Essential)
- Comfortable with distance project support and management (Essential)

**Experience:**

- Demonstrable experience in project management (including financial aspects) (Essential)
- Experience of project finance monitoring and production of budgets and financial reports (Essential)
- Experience of funding proposal writing (Desirable)
- Experience in procuring supplies, management of delivery, handling customs (Essential)
- Experience of compiling and producing written reports (Desirable)
- Project finance monitoring and production of budgets and financial reports (Essential)

**Knowledge/Qualifications:**

- Knowledge of humanitarian relief programmes or NGO sector or Relief and Development (Desirable)
- Educated to degree level (desirable), preferably in a field related to ENN's work e.g. nutrition, public health, social development, humanitarian relief, business/management in the sector
- IT/web development skills (Desirable)
- Finance qualification (Desirable)

**Other requirements:**

- Commitment to the aims and values of international humanitarian work (Essential)
- Fluency in English (Essential)
- A working knowledge of either French, Portuguese or Spanish (Desirable)

**Applications**

Please submit cover letter and CV to Diane Crocombe, Office administrator, [diane@ennonline.net](mailto:diane@ennonline.net)  
tel/fax: +44 (0)1865 324996/324997

**Closing date: April 18th 2010**