



## Project Officer

Job Description April 2020

### About Emergency Nutrition Network (ENN)

ENN's vision is that every individual caught up in a nutritional emergency, or suffering from malnutrition anywhere in the world, gets the most effective help possible. ENN undertakes knowledge management, research and advocacy to support national governments, civil society, UN, donor and academic organisations. Through these collaborations we support agencies to implement evidence-based nutrition programming, predominantly in low- and middle-income countries and in fragile and conflict affected states.

ENN is a well-established and highly respected UK-based, registered charity (established in 1996) working to reduce undernutrition globally. ENN is governed by a Board of Trustees and has its head office in Oxfordshire, UK. ENN is financially supported by bilateral donors, international non-governmental organisations and United Nations agencies. For more information about ENN see our website: [www.ennonline.net](http://www.ennonline.net)

### Why work for ENN?

This is an exciting opportunity to join the growing ENN team in a new position as a Project Officer (PO). The role provides the opportunity to work across the spectrum of ENN's projects as part of a motivated and dynamic Operations team. You will gain experience of working with a range of sub-technical areas in the Global Nutrition arena, supporting projects funded by a range of institutional and other Donors. ENN's portfolio includes projects specialising in Infant Feeding in Emergencies, Wasting and Stunting, Adolescent Nutrition and MAMI, as well as our highly regarded International Publications. We are also now actively engaged in the global nutrition and development community in support of the COVID-19 response. You will be based in our headquarters and work with all of the ENN staff to support our projects to deliver effectively.

### About You

You will be a highly motivated and hard-working self-starter with a track record of delivering to deadlines. You will be comfortable working in a busy environment, with multiple, changing priorities and used to thinking on your feet. You might have experience working in the non-profit sector already, or you are passionate to take your first steps in this area and grow your knowledge of the international development sector. Whether you know about ENN and Global Nutrition or not, you will have a keen interest in what we do and be ready to contribute to making a positive change.

### Terms and Conditions

Hours of work: Full time (37.5 hours per week) – part time may be considered

Type of contract: 12-month fixed term with the possibility to extend

Location: ENN's Head Office in Kidlington, Oxfordshire, OX5 (Note: all ENN employees are currently working from home following government advice on coronavirus. This position will be home based until the office reopens)

Holidays: 25 days plus UK bank holidays increasing by one day p.a. after two complete years of service to a maximum of 27 days p.a.

Pension: Auto-Enrolment to ENN scheme with a generous Employer contribution of 5%

Salary: £25,000 to £33,000 depending on experience

### Purpose of the role

The Project Officer will be a key member of ENN's Operations Team, working closely with the Grants and Project Manager, Finance Manager and Operations and Finance Director. The PO will support across the portfolio and throughout the project lifecycle on a broad range of tasks, including supporting the development of new funding proposals, enabling effective project delivery and accurate and timely project reporting.

## **Key Responsibilities**

### **Project Responsibilities**

- Work with colleagues to support the design of new project concepts
- Support Project Leads to draw up and maintain project specific workplans and timelines that concur with grant deliverables
- Proactively engage with Project Leads in the monitoring of project deliverables and deadlines, anticipating and escalating any deviations
- Support the delivery of project deliverables, which may include supporting and coordinating the delivery of technical group discussions, rapporteur work and minuting
- Assist with the production of ENN's high quality publications as required, including for example coordinating with designers, translation, printing and distribution
- Support monthly catch ups with Project Leads to keep them updated on budget expenditure
- Prepare draft donor reports, consolidating input from Project Leads
- Support the tracking of project budgets and preparation of financial donor reports as needed
- Assist the Project leads in identifying and capturing project risks and maintaining risk registers

### **Funds Management**

- Develop and maintain ENN's database for active donors and funding opportunities, including pipeline overviews
- Support the budget and narrative development process for new proposals as needed
- Arrange fundraising calls with the ENN Team and our donors
- Proactively manage our contribution based and other income, including following up on funding commitments and working with finance to keep track of funds received
- Work with the OFD and the Finance team to track and monitor the contributions to core from projects, as well as monitoring the core Operations project budget against expenditure

### **Monitoring and Evaluation**

- Support the 2020 ENN organisation wide Evaluation and Strategy development process, including working with internal and external stakeholders, creating and maintaining a project plan for the activities and ensuring effective delivery
- Collect monitoring data from Google Analytics and ENN's website
- Collect information from ENN technical staff against set indicators
- Collate all routine data into M&E master spreadsheet, conduct initial analysis and write up, circulating to other staff as required
- Collect ad hoc monitoring information as required by our donor grant agreements
- Set up new systems to collect information to report against new project indicators as required
- Ensure that the monitoring pages of ENN's website are up to date and work with relevant staff and suppliers as needed to ensure that collection of monitoring data is functioning properly
- Provide support for ENN end user surveys

### **General Responsibilities**

- Provide procurement support as required: research suppliers, seek quotes and carry out due diligence in line with ENN's Procurement Policies
- Consultant/Associate contracts: maintain ENN's consultant contract tracker, receive and follow up on invoices, fill in consultant contract templates, conduct due diligence
- Support the transition to new IT systems, as required
- Support the collation of ENN's quarterly and annual reporting information and the drafting of their associated reports
- Support the ongoing development and maintenance of the ENN website and social media platforms through posting updates, uploading documents and providing database support
- Support and coordinate travel arrangements as needed, working with the Admin Assistant, ensuring all traveller requirements are fulfilled and travel itineraries completed in a timely fashion
- Support the organisation and delivery of ENN's meetings and high-level events and conferences, ensuring these are delivered in a professional manner and to a high standard
- Ensure Anti-Terrorism Screening, Safeguarding and travel security training are carried out in line with ENN policy

## Person Specification

### Essential

- Educated to degree level (or equivalent), or able to demonstrate a relevant and equivalent level of experience
- Previous experience in project support
- Excellent communication and written skills
- Excellent attention to detail and ability to consolidate data and information for reporting purposes
- Ability to manage a diverse and busy workload, prioritising effectively, and able to work both autonomously and as a member of a dispersed and diverse team
- Flexibility and willingness to take on new areas of work and responsibilities
- Strong interpersonal skills, able to work with a wide range and varying levels of stakeholders
- Motivated, takes initiative, innovates and delivers to deadlines
- Proficient user of Microsoft Excel, Word, PowerPoint, and Outlook
- Good cross-cultural awareness
- Ability to demonstrate discretion, diplomacy, and patience

### Desirable

- Previous experience of supporting events / large meetings
- Experience working on donor / grant funded projects (e.g. OFDA / USAID, DFID, others)
- Experience in developing proposals for funding or fundraising
- Experience working or volunteering in the third sector and / or in a development context
- Experience in monitoring of, and reporting against, budgets
- Experience of supporting procurement activities, including obtaining quotations, due diligence, supporting tenders
- Project Management Qualification
- International Development or Nutrition / Public Health related Qualification
- Previous experience of arranging international business travel, ideally to developing countries

### Reporting Lines:

The Project Officer will report to the Grants and Projects Manager.

### Eligibility to work:

Must be entitled to work at the time of application in the UK. No relocation package is offered for this role.

ENN is committed to equality and diversity throughout our organisation and further expects all employees to comply with its codes of conduct, safeguarding policies and high ethical and professional standards.

### Application Process

Please submit a Cover Letter (no more than 1 page) and CV to [hr@enonline.net](mailto:hr@enonline.net) **no later than 10pm on Sunday 26<sup>th</sup> April**. Please include **Project Officer** in the subject of your email. Early applications are advised as we reserve the right to conclude the process before the closing date if a suitable candidate is identified. Please include your preferred working pattern details in your application, if not full time.