



**Evidence.
Ideas.
Change.**

Application pack

Programme Officer

Ref.: DSF/01/19

Location: London

Closing date: Sunday, 26 May 2019

Contents

An introduction to ODI.....	2
Job description	4
Application process	7
Terms of employment	7
Additional benefits	7
Other information	8

ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of **evidence** and **ideas** through research and partnership to confront challenges, develop solutions and create **change**.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our guiding principles



We are **independent** and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.



At a time when the world is faced with complex dilemmas, **innovation** will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.



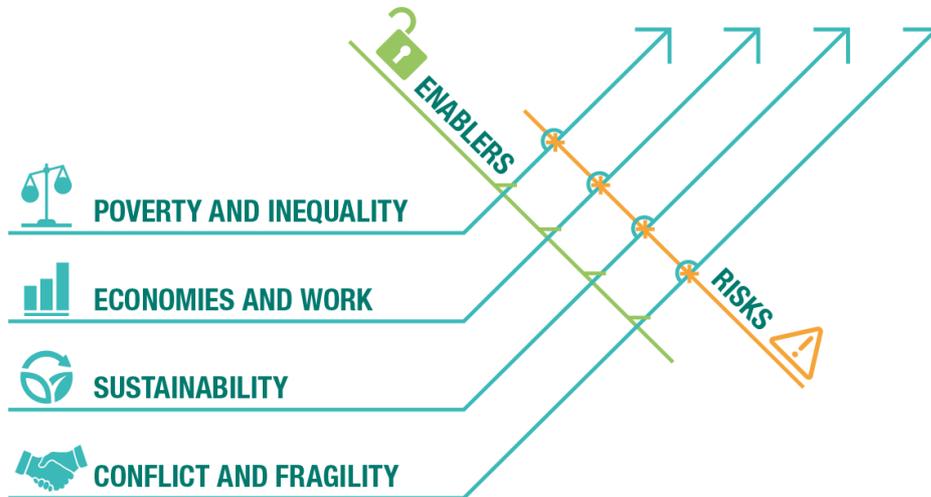
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.



ODI exists to have real **impact** for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.

Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.



Our values



Independence

Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.



High quality

We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.



Fairness, diversity and equality

We treat all staff and partners fairly and with respect.



Working together

We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.



Transparency and accountability

We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.



Sustainability

We use resources in a sustainable way, conscious of our impact on the environment.

Job description

Job Title:	Programme Officer
-------------------	--------------------------

Department/Group:	Development Strategy & Finance (DSF)
--------------------------	---

Responsible to:	DSF Programme Manager
------------------------	------------------------------

Responsible for:	Temporary staff
-------------------------	------------------------

Purpose of Job

To provide financial and administrative project management support to research staff throughout the project cycle, from proposal to completion, on a variety of projects.

To provide general support contributing to overall programme coordination.

To facilitate the flow of information internally between the researchers and central support departments and externally with a variety of stakeholders.

Main Duties and Responsibilities

Project Related

Financial and contractual monitoring of projects (in support of project leaders):

- Carry out administration of the programme's funding contracts
- Liaise with Project Accountants to ensure the correct and effective set up, financial management and closure of projects
- Liaise with project partners and subcontractors on financial and contractual matters
- Monitor project deliverables, particularly where related to invoicing schedules
- Monitor all aspects of project budgets to provide programme manager and central services with accurate and up-to-date financial information
- Review project data and information to assist the Finance team in the reconciliation and consolidation of year end

General Project Support

- Organise and support meetings and events
- Create and maintain project worksites on the intranet (SharePoint) and contribute to other sites and portals
- Coordinate the editing and formatting of project deliverables, including donor reports and ODI publications
- Minute taking and writing
- Provide other support to project researchers as agreed

Programme Coordination and Administration

- Work with the Project Accountant to ensure the Programme's financial information held centrally is up to date and accurate.
- Assist with and facilitate the smooth running of the Programme's annual financial cycles and processes
- Act as a central point of contact and coordination for programme members and activities, both internally and externally

- Act as a central point of contact between ODI's central departments and the Programme.
- Providing training and support for members of the programme on relevant ODI systems (SharePoint, FocalPoint, Access)
- Liaise with the Communications Officer on regular updates to the Programme's web pages (and other project-related websites)
- Provide administration support to the Programme Manager and Head of Programme
- Coordinate and minute Programme meetings and retreats

Pre-bidding and proposal development:

- Identify new funding opportunities and support the development of group funding strategies
- Support project leaders in the preparation of bids and proposals (financial and other documentation)

Group and Institute working

- Provide cross-cutting support to the Group when required
- Contribute to Institute level initiatives and activities
- Contribute to systems development at each level of the Institute

Person Specification

Essential

Knowledge and Qualifications

- Education to degree level
- High level of numeracy

Experience

- Experience of budget monitoring
- Administration experience

Skills/Abilities

- Advanced IT skills to include Excel, Word, email, PowerPoint, databases
- Strong organisational skills and self-motivation
- Multitasking capabilities
- Ability to work to work under pressure and to strict deadlines
- Ability to learn new software quickly
- Good proofreading and editing skills

Desirable

- Interest in international development/humanitarian issues
- Experience of the SharePoint document management system
- Web / communication experience
- Data management skills
- Foreign language skills
- Willingness to travel abroad (occasionally)

Key Relationships and Contacts

- Programme Manager and Researchers in programme
- Head of Programme
- Group Coordinating Officers
- Central services (especially Project Accountant, Finance Officers, Contracts Manager, IT)
- Group and central Communications Officers

All staff are expected to:

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety
- Undertake such other duties within the scope of their post as may be requested by their Manager

Application process

ODI job site: <https://jobs.odi.org.uk>

Closing date: The closing date for receipt of applications is midnight, UK time, on: **Sunday, 26 May 2019**

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: 28,492 - £33,987 per annum, grade 3 on ODI's pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: 1 year Fixed-term All contracts of employment are subject to a three-month probationary period.

Leave: 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

Pension: The Institute offers a contributory pension scheme with the Superannuation Arrangements of the University of London (SAUL). www.saul.org.uk

Union: ODI recognises UNITE and all staff have the right to become members.

Additional benefits

Loans: The Institute offers an interest-free season ticket loan on completion of probationary period.

Cycle to Work Scheme: Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

Employee assistance programme: Confidential Health and wellbeing support.

Flexible working options: Support in maintaining a healthy work-life balance.

Maternity, paternity and adoption leave: Enhanced pay for eligible employees after a qualifying period.

Relocation: Assistance is available towards employees who have been recruited from a place outside the UK.

Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.



ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.