



Partnerships Officer

BRAC UK Partnerships Team

Candidate Pack

January 2023

BRAC

BRAC is an international development organisation founded in Bangladesh in 1972 that partners with over 100 million people living with inequality and poverty to create opportunities to realise human potential. BRAC is known for its community-led, holistic approach and delivering long-term impact at scale. BRAC works with communities in marginalised situations, hard-to-reach areas and post-disaster settings across Asia and Africa, with a particular focus on women and children. BRAC operates as a solutions ecosystem, including social development programmes, social enterprises, humanitarian response, a bank and a university. BRAC is born and proven in the south and has become a world leader in developing and implementing cost-effective, evidence-based programmes.

“BRAC gives me the best of both worlds; the warmth of a small UK team, but the sense of purpose of working within a huge organisation that is trying to solve some of the world’s biggest challenges.”

**Chris Lyne,
Advocacy & Communications Manager, BRAC UK**

BRAC UK

BRAC UK was founded in 2006 and is one of the four members of the BRAC Global group – also including BRAC Bangladesh, BRAC International and BRAC USA. It is a very exciting time of transition for BRAC, with a new, ambitious global strategy in place which aims to reach over 250 million people by 2030.

BRAC UK provides vital support for BRAC’s development work around the world through fundraising, communications and thought leadership, building impactful, long term relationships with partners, whether they be foundations, companies, Governments or major donors. BRAC UK also plays a key role engaging with and influencing policy makers and practitioners to tackle extreme poverty.

BRAC UK’s Partnerships team, which this role is a part of, is responsible for identifying funding opportunities, helping to write and refine proposals, and managing existing donor relationships across Europe. The team works with bilateral funders, foundations, including corporate foundations, and partner NGOs to raise funds for and help report the impact of holistic programmes which help people lift themselves out of poverty.

“Led from Bangladesh, BRAC is a refreshing reversal of the usual development dynamic. I’m happy to work in a vibrant working environment with lots of opportunity for learning through the wider BRAC family.”

**Zoya Shabir Siddiqui,
Strategic Partnerships Manager, BRAC UK**

Job Description

Job Title:	Partnerships Officer
Reports to:	Partnerships Manager for Africa
Location:	Southwark, London
Salary:	£33,266 (Grade 2)
Term:	Full-time, permanent
Key relationships:	Internally - BRAC UK (CEO, Partnerships Team, Finance Team, and Communications Team), Director of Grant Management, BRAC International, BRAC Bangladesh, BRAC Country Offices Externally - Institutional Donors, Partner Organisations, External Consultants

Role Purpose

The objective of the Partnerships Officer role is to contribute to the healthy growth, sustainability and quality of the Africa portfolio through **business development** and **grant management** support to country offices. During 2023 the Partnerships Officer will play a key role in supporting the process of transitioning grant management from the BRAC UK office to country offices, whilst providing continuous quality assurance support to in-country implementing teams.

Responsibilities

Support the Partnership Managers with account management—both fundraising and grants management—of donor-funded contracts for the Africa programmes in coordination with in-country Project Managers and Grant Managers in Africa, which includes the countries of Sierra Leone, Liberia, South Sudan, Tanzania, Uganda and Rwanda, while also providing support for the Asia portfolio as required. The Partnerships Officer will work closely with the Partnerships Manager for Africa to develop high-quality proposals in line with fundraising strategies and plans to secure diversified funding for the Africa programmes. The Partnerships Officer will also enhance the quality of BRAC's donor relationship management and contractual obligations for ongoing grants by ensuring that internal information on all projects is received, translated for the donor audience and communicated effectively to donors and other audiences in an accurate, informed and timely way.

Business Development / Fundraising (c.50%):

- Support the Partnerships Manager in building and sustaining a range of partnerships with funding and implementing partners in the UK and Europe in line with country and regional strategies and fundraising plans.
- Proactively identify funding opportunities and business prospects from donors in the UK and Europe to diversify the funding pipeline, and assist the wider Partnerships Team in working towards active donor and partner engagement and mapping donor priorities.
- Support internal decision-making processes and protocols (project prioritisation, Go/No-Go, donor and partner due diligence) when participating in proposal development.
- Regularly update the Salesforce pipeline tracking system to ensure it comprehensively reflects the live opportunities for the Africa programme, and share information with the Global Resource Mobilization and Partnerships unit (GRP) for updating the global pipeline.

- Support the Partnership Manager in drafting proposal development plans and writing and submitting high-quality expressions of interest, concept notes and proposals to donors and investors.
- Support the Partnerships Manager in updating fundraising plans in collaboration with in-country teams, the Africa Regional Director and GRP to ensure alignment with country strategic priorities.
- Participate in regular fundraising meetings for the Africa portfolio with other BRAC entities to ensure coordination, information-sharing and strategic planning across the organization.
- Other business development responsibilities as required by the Deputy CEO and Director of Partnerships.

Due Diligence and Contracting (c.25%*):

**NB – the percentage will fluctuate and decrease over time as this becomes more the responsibility of Grant Managers in-country.*

- Support preliminary assessment requests and grant set up procedures from donors including upstream due diligence checks, contract development and liaising with donors.
- Facilitate sub-grant agreements between BRAC UK and BRAC entities, and ensure compliance.
- Facilitate agreements between BRAC entities and partners, where BRAC is the legal contract holder for the head contract, and ensure compliance.
- Work with Country Office Grant Managers on Project Kick-Off Meetings and participate in delivery of content—with a particular focus on donor requirements—at the Kick Off Meeting.
- Support on knowledge management, ensuring all information regarding projects that is pertinent to the donor and contractual obligations are accurately recorded in a timely manner on Google Drive, including implementing a naming protocol, auditing existing folders and ensuring ongoing compliance.

Donor Compliance and Project Reporting (c.25%*):

**NB – the percentage will fluctuate and decrease over time as this becomes more the responsibility of Grant Managers in-country.*

- Update and improve a reporting calendar across the Africa grant portfolio.
- Support the Grant Managers in-country to provide timely actions for the completion of narrative and financial reports.
- Finalize donor reports prior to submission including light-touch editing, and identify any issues found in reporting and suggest corrective measures.
- Support the Finance team to ensure payments from donors to BRAC UK, and onwards to BRAC country programmes are completed to schedule.
- Ensure any requests for additional information from donors receive timely and accurate responses.
- Oversee donor agreements and help facilitate and communicate measures such as contract amendments, and logframe revisions, advising in-country teams on donor compliance requirements.
- Support scheduling of internal and external audit requirements in respect of donor contracts and donor reports.
- Undertake field visits with donors if requested, to support the communication of project status, and monitor and support account leadership ambitions.
- Prepare short briefings on the status of the contracts to, for example, BRAC UK's Board.
- Participate in broader GRP governance calls/fora (Community of Practice)
- Participate in project steering committee meetings and monthly bilateral meetings with country offices to remain up-to-date with project progress, identify risks, provide recommendations, and flag any critical issues with relevant departments.

Person Specification

Essential qualifications, experience and skills

- Relevant experience working in an international development NGO
- Excellent knowledge of, and practical experience working with, the primary international development donor agencies in the UK and Europe (including bilaterals, multilaterals and foundations).
- Strong fundraising and new business experience and track record of results, including relationship building with donors and proposal writing.
- Experience and skills in developing partnerships with other organisations - ideally cross-sector - to form consortia for programme bids.
- Experience in donor contracting, grant agreements, reporting standards and audit processes
- Understanding of safeguarding issues in the INGO sector
- Meticulous attention to detail and adherence to deadlines
- Excellent report writing skills with the ability to present complex data and knowledge in a simple, concise form
- A good understanding of project budgeting and strong numerical skills
- Ability to build positive relationships remotely with a range of people in different countries
- Ability to manage competing deadlines and respond quickly to shifting priorities
- Able to work independently.
- Energetic, determined & dedicated with a passion for BRAC's mission
- Able to use initiative to solve problems
- Self-motivated and results-driven
- Able to prioritise and work to deadlines
- Able to keep track of and manage a range of parallel tasks, stakeholder needs and complex information sets
- A good team player
- Willingness and ability to travel to Africa and Asia
- Able to work effectively and respectfully in a multicultural environment
- Ability to work effectively at a distance from colleagues in Africa and Asia using communications technology
- Cognisant of safeguarding requirements and willing to put the needs of programme participants first

Desirable qualifications and skills

- Undergraduate degree in international development, international relations, law, business, finance or another relevant subject.
- Experience working / volunteering in countries in the Global South
- Experience gathering information and working with colleagues and / or partners in Africa
- Understanding of risk management and programmatic quality assurance
- Experience of large, multi-entity organisations and their internal processes
- Advanced use of Microsoft Office, Salesforce, and research and presentation tools.

Equal Opportunity Policy

BRAC UK has an equal opportunities policy and ensures that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

Safeguarding

BRAC UK takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at-risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with BRAC UK.

Wellbeing

BRAC UK is committed to the wellbeing of our employees. We offer a friendly, supportive environment to work in where respect and work-life balance are at the core of our values. We also have a wellbeing committee with regular planned activities which allow us to team-build, relieve stress and spend time getting to know colleagues outside the office.



Terms

This is a permanent post subject to funding based on a 37.5 hour / 5 day week (plus one hour for lunch). The employee handbook guide details other terms and conditions of employment.

Salary and pension

The salary for this post is Grade 2, level dependent on experience. Salary increases are considered annually although the organisation is under no obligation to increase salaries year on year. New employees are required to join the NEST pension scheme to which BRAC UK will match employee contributions up to 6%.

Holidays

Leave entitlement is at the rate of 25 days per annum in addition to the statutory holidays, with one additional day's leave entitlement for each year of service up to a maximum of 30 days.

Location

BRAC UK employees currently work in the London office for a minimum of 2 days per week, or one day per week for PT roles, (including Mondays). Our office is a short walk from Waterloo Station.

Next steps

Candidates must have existing eligibility to work in the UK and this will be verified prior to interview. Please do not apply unless you can demonstrate this eligibility.

Send your CV and a covering letter of no more than 2 pages, outlining how you meet the requirements of the role to recruitment@bracuk.net (include 'Partnerships Officer', in the subject line).

Please note only shortlisted candidates will be contacted. If you have not heard from us within 3 weeks of submitting your application then you have not been selected. Closing date: **Monday 13th February 2023.**

