



**Overseas Desk Officer**

**£21,552 - £22,295 (per annum pro rata)**

**21 hours per week (0.6FTE)**

Signpost International is a Dundee-based international development agency. We work in partnership with local organisations at home and abroad to support individuals & communities to be the drivers of their own change. With education as a cross-cutting theme we focus our projects across four key areas: Food security; Sustainable livelihoods; Water, Sanitation, & Hygiene (WASH); and Global citizenship. Overseas we currently support programmes in Uganda and Kenya, with plans to expand into a third country during 2023.

While much of our work over the past three decades has focused on overseas programmes, since 2006 we have grown and strengthened our domestic activities to include a Global Citizenship Education programme and more recently a food security & food waste programme from our base at the Roundhouse in Dundee. Our vision is to create a unique hub within this space, inspiring young people & demonstrating sustainable living in a contextually relevant manner.

The principal role will be to support our partner organisations to develop, deliver, and evaluate a range of community development programmes in East Africa. As Overseas Desk Officer you will work with a portfolio of programmes, partnerships, and donors, ensuring each project is aligned with stakeholder and funder requirements and report to them appropriately. You will design and develop appropriate working practices with our partners in line with our vision, mission, strategy, and principles. Working with the Chief Executive you will ensure that project budgets are well constructed and managed, and that project targets are well defined and delivered in a timely fashion within agreed frameworks, and that impact is communicated, and learning is shared.

We are looking for an outstanding individual to join our small core team of staff and volunteers who are at the heart of all we do. We value our people and are more interested in the individual than a candidate ticking every box, so even if you don't yet have all the skills but are a committed, enthusiastic person with a passion for justice and making a real difference in people's lives we would love to hear from you.

Applications, comprising a CV and cover letter detailing your skills and experiences – with specific reference to the role requirements contained in the job description and person specification – should be received by **5pm Wednesday 18<sup>th</sup> January 2023 with interviews in late January.**

Applications and enquiries should be submitted by email to [jamie@signpost-international.org](mailto:jamie@signpost-international.org)