

## Signpost International Job Profile – Overseas Desk Officer

### Terms of reference

<b>Salary</b>	£21,552 - £22,295 (pro rata)
<b>Pension</b>	Signpost International operates a contributory pension scheme which all employees are eligible to join.
<b>Holiday</b>	30 days per year plus 8 Scottish public holidays (pro rata).
<b>Hours</b>	The normal hours of work will be 21 hours per week (0.6FTE). Additional flexibility in working hours will be required due to some weekend work and overseas travel. Payment for overtime is not given but employees are entitled to time off in lieu.

### **About Signpost International**

Signpost International is a Dundee-based community development agency. Inspired by our Christian faith 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, in recent years 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. We believe education plays a critical role in driving sustainable positive change and in 2023 we wish to welcome school groups and young people to the Roundhouse to provide them with a hands-on practical learning experience on issues which impact us all. The Centre for Sustainable Learning (CSL) will extend the scope of our global citizenship work to reach more young people. It also seeks to improve the learning experience by developing a hub which can offer a unique, interactive, and immersive learning experience (including interactive exhibits, virtual reality, & outdoor learning) for young people to learn about local & global issues of poverty, community development, & environmental sustainability.

### **The main purpose of the job**

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.

## Core responsibilities

In addition to any other reasonable task assigned, the main duties of the role are expected to be:

### ***Programme management***

- i. Support partner organisations to plan, deliver, and evaluate a range of community development projects in line with organisational principles
- ii. Ensure that project learning and impact is regularly gathered and disseminated appropriately
- iii. Work with implementing partner organisations to complete & submit both proposal documents and regular donor reports (financial and narrative)
- iv. Inspire and support innovation and learning in the development of Signpost International's programming and support the analysis and understanding of impact
- v. Ensure that programme systems are robust and are implemented according to policy including grant financing and budget control, grant reporting, risk management and grant governance, monitoring and evaluation, and safeguarding
- vi. Use digital applications to gather and analyse data from projects
- vii. Organise and undertake regular monitoring & learning visits to projects in East Africa
- viii. Ensure projects under direct responsibility are delivered within budget and in accordance with relevant policies and procedures
- ix. Ensure compliance with specific grantor Terms & Conditions and project Terms of Reference.

### ***Good practice and organisational learning***

- i. Keep abreast of, and engage in, sector dialogue and learning
- ii. Ensure that all projects and activities meet the specific needs of women and girl children, those with disabilities, and those most disadvantaged
- iii. Actively participate in the SI Programmes subcommittee
- iv. Maintain Signpost's resource library – physical and digital
- v. Liaise closely with other project teams and support learning across the organisation.

### **Global Citizenship Education**

- i. Work with others to develop learning resources and plan workshop sessions
- ii. Deliver learning sessions to school and community groups as required within the Centre for Sustainable Learning
- iii. Support the organisation's partnerships with local schools to achieve mutual GCE aims.

## Person Specification – Overseas Desk Officer

Attributes	Essential	Desirable
<b>Abilities and Experiences</b>	Demonstrable skills and experience in all aspects of programme cycle management	Experience developing and delivering educational sessions to a range of learning abilities
	Experience in the International Development sector, some of which in partnership-based programming or community-based programming	Experience living and working in the Global South
	Ability to travel and work independently, both internationally and domestically	Experience managing small-medium grants
	Experience of MEL systems	Experience of digital MEL systems and data analysis software
<b>Knowledge and Skills</b>	Excellent communication skills, both oral and written	Understanding of Log-frames and Theory of Change for project design and management
	Understanding of complex needs and contexts within disadvantaged communities	Knowledge of our key thematic areas of work
	A systematic approach to work with strong attention to detail & time management	Financial management skills including budgeting & accounting methods
	An excellent team player with good skills in collaborative work and a consultative approach to decision making	Excellent interpersonal skills with the ability to build effective relationships, both internally and externally
	Proficiency in computer skills, including Word, Excel, PowerPoint, and use of internet and email	
<b>Education and Training</b>	University degree or equivalent in relevant subject	Relevant post-graduate qualification
	Portfolio of Continued Professional Development courses undertaken in relevant subject areas	
<b>Special Qualities</b>	Self-aware individual with creativity, drive, resilience, and integrity whilst keeping a sense of perspective (and humour!)	
	Sensitive to the complexities of cross-cultural communication and able to sustain good working relationships within a small UK team	
	A commitment to Signpost International's vision, mission, and values, and accepting of its identity as a Christian international development organisation actively engaged with the Church.	