



Job Description

Project Development Manager–West Africa

Job ref:

Role Details

Reports to: Regional Representative

Location: Country Office

Hours: Full time

Salary: TBC

Contract type: Fixed term 2 years with 6 months' probation.
Extension to permanent after completion

Closing date: TBC

Our vision and mission

Our vision is of a world in which working horses, donkeys and mules are free from suffering.

Our mission is to transform the lives of vulnerable working horses, donkeys and mules around the world. We relieve their immediate suffering and create lasting change by working with people, communities and organisations.

About Brooke

Brooke is an international animal welfare charity working to improve the lives of working horses, donkeys, mules and the people who depend on them.

We reach over 2 million working animals across Africa, Asia, Latin America and the Middle East. Our staff include vets, animal welfare experts and advocacy and development specialists.

Our aim is to equip local people with the knowledge and skills to give their horse, donkey or mule a better life.

Our Values

We are proud to be Brooke. We are resourceful, share new ideas and help each other succeed. Together we make change happen.

Purpose of Role



This is a new role, at a senior level, in Brooke West Africa, aimed at identifying current and new work suitable for restricted funding, particularly (but not limited to), Brooke's refreshed Theory of Change, which seeks to strengthen community resilience and livelihoods through an animal welfare lens. In addition the post holder would be responsible for leading on the development of resulting funding opportunities.

You will work with both the in-country senior team and the UK based Fundraising and Communications (FundComm) Department to develop high quality funding proposals for international regional and national funders. This will include concept notes, proposals and donor reports for UK and international funders. As the central link between the country programme and UK-based teams, in relation to fundraising for West Africa, you will provide quality, timely and accurate information as part of the restricted funding management responsibilities in in West Africa.

Key Responsibilities and Duties

1. Research and identify new international, regional and national funding sources and partnership opportunities that will lead to new restricted funding sources and grow grant income.
2. Develop funding proposals for key international, regional and national donors in collaboration with the Country CEO, UK Programme Directorate and UK programme funding staff.
3. Work with Programmes and UK FundComm teams to ensure country programme plans reflect donor interests and funding trends that align with Brooke's new Theory of Change.
4. Work with Brooke West Africa team and support capacity building on Fundraising
5. Scope International Development Organisations in West Africa to develop collaborations that can lead to Consortia development
6. Manage all restricted funding processes in country including coordinating the provision of quality, timely and accurate narrative and financial information, qualitative and quantitative data to both UK FundComm and UK Strategy and



Performance teams and help ensure all donor reporting deadlines are met.

7. Stewardship of funded projects and provision of regular updates for donors and UK FundComm teams when required; ensure the efficient implementation of the restricted funding process.
8. Together with the UK, coordinate country teams and provide capacity building, where needed, to ensure best practices and quality control for effective fundraising, management and stewardship of funded projects.
9. Act as the key point of contact and coordinator for all vests to the Country programme from FundComm staff.

General

- Follow the Brooke’s equal opportunities statement which aims to clarify the value we place on diversity and steps we take to promote equality of opportunity for all.
- Perform such additional tasks as may reasonably be requested from time to time by the Country CEO (Line Manager).
- Adhere at all times to Brooke’s policies and procedures.

Person Specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.

Knowledge and experience		Essential	Desirable
1	Professional / technical qualifications: Degree or equivalent in international development or a related subject	✓	
2	Income Generation: significant experience and a successful track record securing	✓	

	grants from trusts, foundations and key institutional funders.		
3	Knowledge and Experience in Institutional Funding: current knowledge and experience of institutional funders' priorities, requirements and ways of working.	✓	
4	Proposal and Report Writing: experience of producing high quality proposals and reports, delivering quantitative and qualitative information in both formal and informal styles. Understanding of Log frames and M&E frameworks.	✓	
5	Relationship Building: proven experience of building productive one to one relationships, internally, working effectively across departments and country programmes. External: proven experience of networking and building working partnerships with donors, NGOs and other stakeholders and representing your organisation on external platforms.	✓	
6	Capacity Building: proven experience of building colleagues' capacity to respond to donor requirements for proposal and reporting purposes.	✓	
7	Budgeting: experience of producing budgets and reports for funders; experience of negotiating budgets, value for money, etc.	✓	
8	Communication skills: excellent communicator with strong presentation skills and the ability to work effectively with a diverse range of individuals. Excellent written skills in English and French and the ability to synthesise large amounts of information for reporting and proposal writing purposes.	✓	
9	IT: A good understanding and experience of working with databases, and Microsoft Office, PowerPoint. Knowledge /use of funder portals and software.	✓	

10	Travel: Willingness and ability to travel to the UK occasionally, visit project sites and to work occasional weekends and evenings in line with business needs.	✓	
11	Knowledge of or understanding of Animal Welfare		✓
12	Experience of securing funding for agriculture, farming, enterprise development, climate change, resilience related programmes.		✓

Our Competency Framework

Brooke’s competency framework translates Brooke vision, mission and values into easily identifiable behaviours that all staff are expected to demonstrate at all times.

Competency	What it means
Self-Management	Taking responsibility for own actions, behaviours and outcomes
Learning	Taking responsibility for own learning and fostering growth and development in others
Relationship Building	Creating and maintaining harmonious and constructive working relationships with others internally and/or externally
Planning and Organising	Ensuring that time and resources are utilised to best effect for the achievement of the Brooke’s goals and our mission and that others are committed to agreed courses of action
Effective Decision Making	Making clear, informed and timely decisions that lead to effective outcomes in line with the Brooke’s mission



<p>Change and Improvement</p>	<p>Seeking out and developing new ideas and approaches, responding positively and constructively to change and fostering a culture of continuous improvement</p>
<p>Collaboration and Cooperation</p>	<p>Working respectfully, effectively and collaboratively with others in your team, across the organisation and externally to deliver effective outcomes</p>
<p>Communication & Influence</p>	<p>Communicating clearly, concisely and compellingly in a manner that is appropriate to the audience. Engaging respectfully with others both internally and/or externally to persuade them to adopt courses of action that are in the best interests of the organisation and the animals</p>

Employee Benefits: