Programmes Support Officer

Position: Programmes Support Officer, Programmes & Investments Team

Hours: Monday to Friday, 37.5 hours per week. 12 months contract with possibility to become permanent.

Location: UK based (flexible working policy in place with a part London-office/part home working hybrid model).

Salary: £28,000 p. a., Life Insurance, Pension and Flexible Benefits Scheme

Reports to: Director of Programmes & Investments

CONTEXT

The Power of Nutrition’s vision is a world where every child has the right nutrition to achieve their full potential. Our purpose is to raise money and create partnerships to advance the fight against malnutrition in Africa and Asia.

At the end of last year (2022), we achieved our headline target to help prevent more than 600,000 cases of stunting (a sign of chronic malnutrition – where a child is too short for their age), several years early. We did this through securing funding and overseeing 21 large-scale nutrition programmes in 16 countries.

Since being established in 2015, we have:

- Reached more than 133 million of the world’s most vulnerable people with nutrition interventions, 300% more than our original target.
- Tackled with our partners over 600,000 cases of stunting, 2 years ahead of target.
- Mobilised more than $549m for nutrition programming through our unique co-investment model and effective fundraising.
- Spent just 3 cents to generate the next $1 for nutrition programmes.

Undernutrition is the underlying cause of 45% of all child mortality. In Sub-Saharan Africa and Asia, nearly 4 in 10 children are growing up with stunted bodies and brains – and malnutrition levels are on the rise due to covid, conflict and climate change. Putting a stop to malnutrition is one of the best means we have to transform children’s health, education and livelihoods, in turn helping communities and countries escape the cycle of poverty. Yet, there is a $10.8 billion annual funding gap in global nutrition.

The Power of Nutrition is a unique partnership platform that brings together various organisations to help plug this gap and run best-practice nutrition programmes at scale. We work with investors including the Children’s Investment Fund Foundation, UBS Optimus Foundation, The Bill and Melinda Gates Foundation and donor governments including the UK, Sweden, Ireland and Australia; as well as implementing partners including The World Bank, Islamic Development Bank, UNICEF, World Food Programme and a range of international NGOs.
This is an exciting time to join The Power of Nutrition. You will play a critical role delivering our new Strategy for 2022-5 – Transforming global nutrition financing, together – which sees the organisation go beyond stunting to tackle all forms of malnutrition (stunting, wasting, micronutrient deficiency) in high-risk countries, and expand into innovative financing. We are an organisation that has been through a period of transition into a new model, and we are extremely ambitious for growth – to reach those who need our support the most.

More information on our work can be found at www.powerofnutrition.org.

THE ROLE

The Power of Nutrition (TPoN) is recruiting a Programmes Support Officer for an interesting and challenging role to provide vital cross-cutting support to the Programmes & Investments team. This role is a newly formed position and is appropriate for someone passionate about the international development sector and being part of a high-energy environment with room to learn, grow and develop. Most importantly you will be someone that takes pride in their work, enjoys creative thinking and thrives from being part of a team and working with others to create positive change.

Job Specification

Responsibilities will include, but are not limited to:

Programme development, delivery and portfolio management

- leading cross cutting support across Programmes & Investments (P&I) team – including but not limited to annual report coordination, drafting new pitch documents, investments portfolio/term sheets/risk matrix updates, donor report coordination with the Partnerships & Brands (P&B) team, due diligence of new implementing partners, coordination with the external Technical Advisory Panel, managing the Grants Management System; all of these with the support of the rest of the P&I team.
- Be a key member of the team managing a portfolio of investments and lead the grant management oversight of at least 2 investments in Africa and/or Asia.
- Assist the various Programme Managers in the P&I team when they are developing new investments, to ensure that these programmes being developed in collaboration with implementing partners - are developed in line with The Power of Nutrition’s Theory of Change and Investment Criteria, include robust programme management and monitoring approaches, contribute effectively to policy dialogue with key stakeholders, including implementing partners and national governments, on the sustainable scale-up of The Power of Nutrition Investments, to strengthen monitoring and evaluation aspects of The Power of Nutrition’s investments, in collaboration with The Power of Nutrition’s Monitoring and Evaluation lead.
- Support the Finance Director in maintaining portfolio and financial management spreadsheets across the portfolio, which will support the programme managers to ensure robust and timely financial oversight of their portfolio of investments.
Reporting and Communications

- In collaboration with P&I and P&B colleagues, support the collation of P&I content for The Power of Nutrition’s annual report.
- Support the preparation of content on investments and progress for the foundation’s website and other external communication needs, in collaboration with other members of the Investments team and the Communications team.
- Coordinate with the respective P&B leads to ensure a centralised reporting schedule/calendar with deadlines, requirements across the programmes portfolio.
- Support programme managers in the preparation of report content for investors in collaboration with the Partnerships & Brands team.

Fundraising

- Support colleagues in P&I and P&B in development of proposals and presentations to prospective donors.

Sector knowledge and profile-building

- Have an understanding of the global health and nutrition landscape. Keep abreast of developments within the nutrition and international development sectors, and particularly in countries where The Power of Nutrition is working.

Membership of the team

- Comfortable working flexibly and effectively in a focussed team structure.
- Provide support to colleagues, as required, to help build skills, confidence and capability in particular areas, processes or procedures.
- Commit to continuing the advancement of The Power of Nutrition brand, messaging and communication.

PERSON SPECIFICATION

Essential requirements:

- Knowledge of evidence-based approaches to programme design and implementation in health, nutrition and related sectors in an international development context and belief in the importance of evidence-based decision making. Experience in nutrition programming will be an asset.
- Demonstrable experience in analysis and due diligence across various aspects of programmes cycle.
- Experience in managing grants and/or projects as a donor or implementer will be an asset.
- Excellent verbal and written communication skills. PowerPoint skills will be essential.
- A self-starter, with resilience, pace, drive, interpersonal flexibility and a high degree of organisational skills.
- Excellent partnership and relationship building skills.
**Desirable:**

- Masters' degree or equivalent level of academic and professional experience in nutrition, health science, public health, political science, international relations, public administration, management, accounting or finance, law or development studies.
- Familiarity with a variety of impact measurement, programme monitoring and evaluation approaches.
- Experience of policy development, programme planning and programme management in Africa and/or Asia.
- Experience supporting fundraising for international development projects.
- Demonstration of an ability to influence beyond authority.
- Working knowledge of French would be a plus.

Based in London, this position might involve occasional travel internationally.