Recruitment Pack
Programme Development Officer
We are taking action to harness and maximise the energy, creativity and determination of the current youth generation to tackle the most pressing and complex challenges facing our planet.

Julian Olivier, CEO, Raleigh International
We are a global youth action organisation.

OUR VISION.
A fair, inclusive, and green world where young people confront the planet’s most urgent crises.

OUR MISSION.
To ignite youth-led action that creates solutions to the world’s most urgent problems.
Raleigh International is a youth-driven organisation supporting a global movement of young people to take action.

We want a fair, inclusive, and green world where young people confront the planet’s most urgent crises.

We exist to ignite youth-led action that creates solutions to the world’s most urgent problems.

But while young people demand change now, they do not always know how to take action. We support young people by connecting them with the skills, networks, platforms and experiences to lead action on the change they demand.

We are creating a generation of young leaders who are taking action now.

We work globally to promote the role of young people in decision making and civil society, creating meaningful youth employment and enterprise, protecting vulnerable environments and combating climate change, and ensuring the right to safe water and sanitation.

We have world-class partners and funders such as FCDO, Oak Foundation and Novartis; have been nominated for BOND International Development awards; are sector-leading in volunteer safety having helped create the BS8848 safety overseas standard; and have evidenced our impact with organisations such as the Overseas Development Institute and New Economics Foundation.

All our work contributes to the achievement of the United Nations’ Global Goals for Sustainable Development (SDGs).
Why work for us?

What makes Raleigh International different…
Innovation

As an £7+m revenue organisation with employees worldwide we are in the enviable space that we are big enough to attract the best talent but also small enough to be flexible and agile with our programming.

Youth

Working alongside young people is incredibly inspiring and motivating. They are full of energy, enthusiasm and ideas for new ways of thinking and doing. The passion and positivity for creating sustainable change from young people is infectious and makes all roles with Raleigh, energising and refreshing.

Your Impact

Our size means that you can have a big impact on the organisation with your role. We run efficient teams with core, essential skillsets and it is likely that you will be able to help shape the strategy and implementation of your team’s plans, and bring your ideas to the fore. Each role in our organisation is essential and its impact can be felt on a day-to-day basis with the delivery of our programmes.

Our Culture

Raleigh is a friendly, positive and collaborative place that feels more like a family than a workplace. Our people are at the heart of the organisation. Connecting and sharing with each other and having fun together are as important as the work we do.

We’re also a learning organisation and believe very much in having the skills to succeed. Ongoing learning and development initiatives are something we are passionate about.
Our Values

These are our core values and those of our global movement. They are central to how we work and our relationships. They drive how we do what we do. We strive to recruit based on cultural fit and hire people who really embody, not just embrace, our values. Here are our values and some stories from the team as to how they live those values.

“Create impact together.”
We believe our voices and actions are stronger together. It is the ideas and power of an inclusive movement that changes the world.

“Act with integrity.”
We respect the qualities of real leaders, and we strive to embody them in everything we do.

“Commit to learning.”
We understand the importance of learning for growth and inclusion. We must listen to and learn from each other to create real change for everyone, everywhere.

“Find the courage.”
We stand up for what we believe is right, even if this means stepping out of our comfort zones.

“Never give up.”
Changing the world can be hard, but we will not stop until we have achieved all we set out to.

“We find the courage to speak up for a cause and take action.”
Jyotir, Operations Manager, Nepal

“I’ve been able to experiment with new technologies to celebrate the work we do in innovative ways.”
Chris, Senior Digital Communications Officer, UK

“We are determined to do what we say and our actions show our adherence to honesty, strong moral principles and respect.”
Laurence, Operations Manager, Tanzania

“No matter the role or country, we are all united in creating sustainable change together.”
Heleena, Training and Learning Manager, UK

“We do not give up and we adapt to different cultures, contexts, people and countries to do our work in the best way.”
Hellen, National Volunteer Coordinator, Nicaragua
About the role

The Programme Development Officer (PDO) develops programmes which capitalise on our organisational niche and meet our strategic objectives. As PDO you will develop quality EOI s, concepts, proposals and, on occasion, reports to our donors on time and to brief in collaboration with country, finance and fundraising colleagues. You will support the delivery of cross- organisational initiatives in, for instance, behaviour-centred design, inclusion and national-youth programming. These initiatives are vital to the achievement of Raleigh’s strategy and evidencing the added value of our model.

In addition you will support the Institutional Partnerships Manager (IPM) to develop the Trusts fundraising portfolio to meet annual Trusts fundraising targets which help enable Raleigh to deliver its strategy.

How to apply

Please visit https://raleighinternational.org/about-us/work-with-us/ to download a recruitment pack and apply.

Closing date

23.59 on 23rd January 2022

Interview date

Interviews will take place in the week commencing 31st January 2022
Lead cross-organisational teams in the development of project EOI’s, concepts and proposals (including, but not limited to, narratives, budgets, logical frameworks) for institutional, trust and foundation, corporate and major donor (individuals) audiences.

Develop generic concept notes and other fundraising communications materials on Raleigh’s programmatic priorities and budget-relieving opportunities.

Support our fundraisers in the identification of opportunities and ideas, especially for new national youth-led programming.

Work to ensure that projects, concepts and proposals adhere to Raleigh’s quality standards.

Following approval in principle of a proposal, support adjustments to activity/ budget planning in conversation with relevant colleagues to help ensure that funding is confirmed.

Manage the handover of confirmed grants and their requirements to the Programmes Manager (including context on the key decisions taken during proposal development) ahead of the project start-up phase.

Update and develop fit for purpose programme development tools.

Provide guidance and training for country and head office staff on quality project design, behaviour-centred tools and proposal writing.
Accountabilities

1. Programme Development (90%) (continued)
Provide occasional advice to project teams on project proposals you have developed, predominantly at inception and mid-term review stages of delivery.

Contribute up to date programmatic information to communications for various audiences (trustees, donors, alumni, volunteers, website, articles for alumni magazine and others)

Regularly communicate information on any policy, research or papers concerning Raleigh’s thematic programmes, the SDGs or information relevant to each country.

Update UK office teams on programmatic developments in country.

Develop and maintain Raleigh’s programme development resource library.

Occasional external representation with donors and at events as required.

2. Trusts Fundraising Support (10%)
Provide prospect research, proposal writing and report writing support to the IPM to aid the development of the Trusts fundraising portfolio.
Person Specification

Essential

• Ability to lead:
  • proposals upwards of a value of £25,000 for at least one of the following donor audiences: institutional, trust and foundation, corporate, major donors (individuals)
  • the development of documentation that supports quality project design, for instance: logical frameworks, theories of change and budgets

• Budgeting skills

• Excellent planning, organisational and time management skills

• Interest in international development and experience of working on at least one of Raleigh’s priority themes (currently WASH, Livelihoods, NRM, YiCS)
  • design process

Essential (continued)

• Ability to work well under pressure

• Ability to facilitate others to work effectively, managing colleagues’ perspectives and constraints within the project

• Experience of developing engaging fundraising reports and communications

• Excellent interpersonal, analytical, written and verbal communication skills

• Excellent competency with Excel, Word PowerPoint and database software

• Availability and willingness to travel internationally

• Educated to degree level in a relevant discipline.
Desirable

• Strong commitment to Raleigh International’s aims, ethos and vision

• Experience of working collaboratively in a multi-cultural setting

• Experience in the use of monitoring and evaluation tools

• Sound understanding of the changing philanthropic landscape

• Knowledge of relevant national/ international strategies in youth empowerment, participation, governance, and other youth global development priorities

• Experience of successful fundraising from Trusts

Desirable (continued)

• Experience of project design and/ or implementation overseas, preferably in one of Raleigh’s countries of operation

• Spanish - basic or above.
Working hours
Normal UK working hours are Monday to Friday, 9am - 5pm, though staff can vary their start and finish times between 8am - 4pm and 10am - 6pm. Weekend, early morning and evening working may be required in the following circumstances: to attend events and meetings and on overseas field trips.

Equal opportunities, safeguarding and vulnerable adults
Raleigh International is committed to ensuring equal opportunities and the health, safety, welfare and development of all people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All staff and participants who take part in activities organised by us should enjoy working and taking part without fear of harm. We guide all staff and participants to show respect for and understanding of people’s rights and their safety and welfare and by so doing, conduct themselves in a way that reflects our principles.

Employment eligibility
To be considered for this role applicants must have British nationality or have a right to live and work in the UK.

Anti-corruption policy
It is Raleigh International’s policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harm the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh’s policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.
Not only does a career at Raleigh International offer fulfilling job satisfaction and impact, but we take seriously investment in our best resource – our people. As an employee of Raleigh, you will be able to access the following benefits:

**Holiday entitlement**
The holiday entitlement for full-time staff is 25 working days per year, plus 8 public holidays. Part-time staff receive a pro-rated entitlement.

**Volunteering leave**
We believe in the power of volunteering. That’s why we offer every employee twenty-eight hours (four days) volunteering leave per year (pro-rated for part time staff).

**Employee Assistance Programme**
Raleigh is part of an employee assistance programme which offers round the clock support for employees and their immediate family members on a wide range of work and personal issues.

**Wellbeing programme**
We know that healthy bodies and minds are important. Whether it’s yoga sessions in the office, fruit on a Monday or cultural lunchtime excursions, Raleigh UK strives to offer a mix of activities.

**Season ticket loan**
Interest free loans are available to allow staff to save money and purchase season tickets. The loan is paid back monthly via deductions from your salary.

**Cycle to Work scheme**
Raleigh offers a cycle to work scheme that enables a discount towards any bicycle you purchase for the purpose of getting to work.

**Other benefits**
Also available to staff are enhanced maternity/paternity/adoption pay, life assurance, pension scheme, study leave, staff discounts and free eye sight tests.