

Terms of Reference for: Institutional Funding Specialist Concern Worldwide/Alliance2015

Background

Concern Worldwide's (Concern) vision, mission and work are all defined by one goal – ending extreme poverty, whatever it takes. Concern believes that no-one should have to live in fear that they won't have a home to sleep in or enough food to feed their children. For over 50 years, Concern has been working with the world's poorest people to transform their lives. Today Concern is a team of over 4,400 highly skilled and dedicated professionals from 50 countries who share an exceptional depth and diversity of experience. Concern operates in 26 countries across Sub Saharan Africa, Asia, Middle East and the Caribbean (Haiti).

A key partnership for Concern is our membership of **Alliance2015**, a strategic network of 7 European INGOs seeking greater scale and impact through targeted collaborations to reach our SDG and humanitarian driven goals. Working in over 90 countries, with more than 2000 local partners, reaching over 50 million people a year and spending annually together almost EUR 1.5 billion, the Alliance adds value to its members' own strategy delivery through joint preparedness, response, programming, advocacy, communication, fundraising, learning, solidarity and mutual support, delivering on a joint network strategy aimed at transforming food systems, building climate resilience and ensuring equitable civil society partnerships with the needs of the most vulnerable foremost.

Building off successful secondment and hosting experience with other member organisations, Concern and the Alliance have designed this strategic and timely role.

Main task and responsibilities

Alliance2015 seeks to hire and second back to its founder member **Concern Worldwide** a committed, values-driven person to join our teams in the role of **Institutional Funding Specialist** as part of Concern's Institutional Funding Support Unit (IFSU) and the Alliance2015 "hub". This position will be physically located in the Alliance2015 hub in Brussels. It is expected that the position will focus 20% on Alliance2015 and 80% on Concern Worldwide. Both aspects of the role are complementary with mutually-beneficially overlap and synergies. This position will include strong peer relationships with other Alliance2015 member staff with similar roles.

While your main line management remains with Concern Worldwide, an MoU will cover your presence in the Alliance2015 office and your relationship with the team there.

The job: Institutional Funding Specialist

If you join us, this is what you will be doing:

Focal point for DG ECHO, DG International Partnerships (IntPa), other EU funding streams and other European donors. Specific tasks will include

- Building a strong technical knowledge of and relationship with key donors.
- Optimising Alliance2015 relationships to further Concern's and the Alliance's mutual interests with regards to EU funding streams; this can include occasional/as necessary participation in meetings, trainings or events of the Alliance2015 Fundraising and Partnership Group (FPG).
- Attending and following external meetings such as VOICE, CONCORD, and other relevant networks, in coordination with Alliance partners and other relevant hosted/seconded staff at the Hub.
- Providing analysis of external trends to Concern Head Office, to the Alliance2015 FPG and to Concern country teams outlining what to expect in terms of donor funding at country level.
- Providing strategic analysis of Concern's internal trends, using data from the Grant Management System (GMS), and incorporating this analysis into Concern's strategies and resources and prioritising Alliance2015 joint engagement in these strategies.
- Updating Concern's data into the Alliance2015 project database.
- Developing, maintaining and sharing key information within Concern's Donor Profiles.

Directly supporting Concern country teams in securing institutional (government) funding.

You will support a number of Concern country programmes to reach their funding targets in line with country funding strategies. Specifically through the following:

- Travel to country programmes to lead on proposal development for key funding applications to donors including DG ECHO and DG IntPa, other European member states and European donors e.g. Norway, Netherlands, Sweden, Switzerland and others.
- Provide remote hands-on support for proposal development as requested
- Bring a strong knowledge of key donors and donor requirements and regulations
- Lead on and write up post-application analysis such as after-action reviews, surveys, tracking of donor feedback, to capture learning and understand what went well and what didn't in order to improve processes and likelihood of success.

When providing this support, you will be expected to liaise closely with Concern Desk Officers who are the main Head Office focal point for countries and to coordinate closely with Technical Advisors, the Grant Compliance Unit and Finance to ensure that both Concern policies and donor policies are adhered to. Where proposals are joint with Alliance2015 partners, who operate in a loose standing consortium model, you will use this knowledge and experience for the benefit of Alliance2015 peers, liaising closely with the relevant lead agency and proactively taking the lead when the lead agency is Concern.

Contribute to the overall work of Concern's Institutional Funding Support Unit (IFSU):

The Institutional Funding Support Unit (IFSU) includes three Institutional Funding Specialists, a Contracts Specialist, the Irish Aid Programme Coordinator and a Funding Support Officer. A number of these positions are recently recruited or under recruitment and in 2023, there will be an emphasis on building up a new team and revisiting the IFSU Strategy. With this in mind, you will be expected to:

- Actively participate in strategic team and departmental discussions.
- Build relationships with internal stakeholders.
- Promote Alliance2015 internally within Concern.
- Support the Manager of the Unit in relevant analyses and research.
- Develop or maintain tools and guidance for country programmes, paying particular attention to countries of priority for Concern and for Alliance2015.
- Work with the Funding Support Officer to interpret and respond to funding opportunities/calls for proposals.
- Strategize with the other Funding Specialists to consider how best to improve the support being provided.
- Cover the duties of other IFSU team members when on leave or on work-related travel.
- Contribute to broader coordination with Funding Teams in the UK, US and South Korea through the Funding Newsletter, Quarterly Funding Coordination meetings and the Annual Global Workshop.

You will report to the Institutional Funding Support Unit (IFSU) Manager who is based in Dublin, for 80% of the role, and to the Alliance2015 Director based in Brussels for 20% of the role. You will work closely with the other Concern Funding Specialists and Funding Support Officer and with Concern colleagues in International Programmes Directorate (IPD), Strategy, Advocacy and Learning (SAL), the Emergency Directorate, Finance and Grant Compliance, as well as funding teams in the UK, US and South Korea and the wider Concern team. You will be a key member of the [Alliance2015 Hub](#) and work closely with relevant Alliance2015 team members.

You will be expected to uphold and promote Concern's and Alliance2015 values, including our workplace equality, diversity and inclusion values, expressed in our codes of conduct.

Skills and experience you will bring:

- Undergraduate degree in field related to humanitarian, development or international affairs
- At least 5 years overseas experience of which 3 years is at management level with an international NGO
- Experience in grant management and leading funding applications
- Ability to work as a team player and to tight deadlines
- Highly motivated, uses initiative and works proactively
- Knowledge of key institutional donors, monitoring and evaluation skills, excellent writing skills
- Written and spoken French
- Be available to travel.

The salary is from € 4500-5000 gross per month salary range (senior professional level on the salary grid) and this is a permanent contract under Belgian law.

We expect this role will require up to 30% travel to support country programmes, which may include travel to insecure locations where freedom of movement is limited and areas where amenities are limited.

We encourage all eligible candidates, irrespective of gender, ethnicity and origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organisation. Alliance2015 and Concern are against all forms of discrimination and unequal power relations, and are committed to promoting equality.

If this role sounds right for you, please apply with your CV and cover letter to recruitment@alliance2015.org before midnight CEST on 24th August. Please be aware we may offer positions before the closing date as we accept applications on a rolling basis.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a visual impairment or are neuro-divergent - please let us know and we will do our best to accommodate you.

Important information:

Concern has an organisational **Code of Conduct (CCoC)** with three Associated Policies; the **Programme Participant Protection Policy (P4)**, the **Child Safeguarding Policy** and the **Anti-Trafficking in Persons Policy** accessible [here](#). These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organization, and the standards of behavior expected of them. In this context, staff have a responsibility to the organization to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.

In addition you will sign the Alliance2015 Code of Conduct.

