



**ALL
WE
CAN**

**Every person's
potential fulfilled.**

**Programmes Administration Officer
Job Information Pack**

Our Vision

Every person's potential fulfilled.

All We Can is an international development and emergency relief organisation. Focusing on those in greatest need, it is inspired by Christian principles, with its roots in the British Methodist Church.

Our purpose

All We Can helps find solutions to poverty by engaging with local people and organisations in some of the world's poorest communities to end the suffering caused by inequality and injustice.

What do we do?

Change happens when we all work together.

All We Can helps find solutions to poverty by engaging with local people and organisations in some of the world's poorest communities to end the suffering caused by inequality and injustice. To do this we:

- Support and strengthen local partners – organisations, churches, emerging initiatives and inspiring individuals that share our vision and values – to implement effective and sustainable solutions with some of the world's poorest and least served communities
- Respond to humanitarian crises with emergency relief and help communities to be better prepared for disasters
- Engage in global education to inform, challenge and motivate people to take a stance against poverty and injustice.

All We Can is a charity rooted in the Methodist Church in Britain. The consistent, faithful and passionate support of Methodists across Britain has sustained the charity throughout its history.

All We Can's priority is to support communities with high levels of poverty and deprivation, which are under-served by others, and where local partner organisations, including Methodist Churches, are well placed to make a difference.

All We Can seeks to work together in a spirit of partnership with – individuals, organisations, churches, and people of all faiths and none – to make a meaningful difference.

Organisational goals 2015-2020

1. To enable local partners to fulfil *their* mission to sustainably improve the quality of life of poor, disadvantaged and marginalised people, creating lasting change
2. To respond effectively to humanitarian emergencies and help local partners to prepare for disasters
3. To challenge the causes of poverty, inequality and injustice and promote solutions through global education
4. To have a prominent and instrumental role across the global Methodist community in international development and emergency relief
5. To inspire and value supporters and donors, and ensure sustainable funding to fulfil our purpose
6. To be efficient in the management of All We Can's resources.

Our Values

All We Can has always been inspired by Christian principles with its roots in the British Methodist Church.

Respect

We respect the inherent worth, dignity and equality of every human being. We want everyone to be able to develop their potential, live with respect and have the opportunity to flourish. We value different cultures, beliefs and perspectives, and seek to listen and learn from others.

Inclusion

We give priority to those who are the poorest, most marginalised and disadvantaged. We want to help people to become all that they can and participate meaningfully in shaping their own lives and futures. We work with people in need without discrimination.

Justice

We want everyone to be treated fairly and with equity, and for there to be a just sharing of the world's resources and opportunities. We seek to be prophetic and courageous in challenging injustice and inequality, and sustainable in how we operate.

Service

We seek to serve others. We want to give practical expression to the love, care and responsibility we have to each other as human beings, and strive to be humble and accountable in the way we work.

Solidarity

We stand and suffer alongside people living in poor communities around the world and all those striving to tackle poverty, inequality and injustice. We seek to be alongside rather than in control, and relational rather than contractual in our approach.

Collaboration

We recognise that we do not have all the answers, the resources or the skills necessary to achieve our purpose. We seek to work together in a spirit of collaboration and community with others – individuals, organisations, churches, and people of all faiths and none – to make a meaningful difference.

Christian Principles



All We Can is a Christian faith-based international NGO and has always been inspired by Christian principles.

The mandate to look after the orphan, the widow and the stranger was given first to the Church and believers.

As an organisation motivated by Christian values, we care about the poor because God commands it. **We care about the poor because Jesus cares about the poor and because we were**

commissioned by him to love others as we would love ourselves.

The values and principles we are founded on exist in our relational way of working and also dictate that we work without discrimination and in an inclusive way. Our Christian principles are outlined here:

1. The value, dignity and equality of every human being as created and intended by God.

In response, All We Can seeks to help people – of all faiths and none – to fulfil their potential, live with respect, and have the opportunity to flourish.

“I came that they may have life, and have it abundantly.”
John, 10:10b

2. God’s longing for a world in which justice and peace are established and creation is cared for.

All We Can seeks to be prophetic and courageous in challenging injustice and inequality, and sustainable in how we operate.

“Speak up for those who cannot speak for themselves, for the rights of all who are destitute. Speak up and judge fairly: defend the rights of the poor and needy.”
Proverbs, 31:8-9

3. Jesus’ commandment to “love your neighbour”.

All We Can seeks to help individuals, groups and churches to respond effectively to the needs of their neighbours in poor communities around the world through supporting practical relief and development initiatives, as well as praying and speaking out.



“What good is it, my brothers and sisters, if you say you have faith but do not have works? Can faith save you? If a brother or sister is naked and lacks daily food, and one of you says to them, ‘Go in peace; keep warm and eat your fill’, and yet you do not supply their bodily needs, what is the good of that? So faith by itself, if it has no works, is dead.”
James, 2:14-17

4. The many exhortations in the Bible to defend the rights of the poor and needy and give unconditionally to the vulnerable, and the example of Jesus who reached out to those on the edges of society.

All We Can seeks to give priority, hope and inclusion to some of the world’s poorest, neediest and most marginalised people.

“Go not only to those who need you, but those who need you most.”
John Wesley

5. The calling of the church to serve the world.

All We Can’s Methodist links mean we have a particular role in supporting and mobilising churches and Christian partner organisations, especially Methodist-related ones, to increase their effectiveness and impact in serving their local communities and tackling poverty and marginalisation.

“Let each of you look not to your own interests, but to the interests of others.”
Philippians, 2:4

6. The responsibility of Christians to work humbly with others for the common good.

All We Can seeks to work together with people of all faiths and none who share its values and vision to tackle poverty, inequality and injustice.

"I ask not about your doctrines; if your heart is right with my heart, then give me your hand."
John Wesley

These six Christian principles (among others) inspired and informed All We Can's foundation and its vision, mission, values and priorities, and continue to do so.

All We Can does not ask that its partner organisations or all staff necessarily have a Christian faith or basis, but it does ask that they accept the way in which All We Can responds to these Christian principles, and can commit to the non-sectarian values which derive from them.

Our Name

Our name and identity reflects our future role and vision, as well as our Methodist roots and heritage – with its echoes of John Wesley. It is an expression of our commitment to doing all we can to help people in the world's poorest communities to become all they can. The name 'All We Can' derives from a quote attributed to John Wesley, a man seen as the founder of Methodism.

**"Do all the good you can.
By all the means you can.
In all the ways you can.
In all the places you can.
At all the times you can.
To all the people you can.
As long as ever you can."**

John Wesley, founder of Methodism

Our Logo

The 'lively square' shows our energy and willingness to innovate. We refuse to be complacent or stand still.

It is at an angle because, people's lives are precarious, their quality of life 'in the balance' and we're going to do all we can to help them fulfil their potential.



To find out more about All We Can and watch films about our work visit allwecan.org.uk or follow us on social media.

Programmes Administration Officer Job Description

All We Can is an international development and emergency relief organisation. It helps find solutions to poverty by engaging with local people and organisations in some of the world's poorest communities to end the suffering caused by inequality and injustice. We work with talented local partners – community organisations, churches, and individuals – people rooted in poor communities, who understand local problems and are passionate about solving them. We support these partners in all the ways we can, providing the funding, resources and encouragement needed to create positive, long-term change. All We Can also provides humanitarian assistance and support to save lives, alleviate suffering and maintain human dignity during and after crises and disasters as well as to prevent and strengthen preparedness for when such situations occur.

All We Can is the Methodist development and relief agency and an integral part of the Methodist Church in Britain's response to international development and relief with its vision, priorities and values grounded in Christian principles.

Job Description

Post: Programmes Administration Officer

Location: 25 Marylebone Road, London NW1 5JR

Purpose:

1. To provide administrative and logistics support to the Programmes Director, including the Programmes & Partnerships Committee (PPC) meetings of the Board, and the Programmes and Partnerships Team (PPT).
2. Provide programme support to partnership managers and the wider programmes team.
3. Co-ordinate and manage the Partners Information Management System (PIMS)

Responsible to: Programmes Director

Relationships:

Internal

1. Programmes and Partnerships Team
2. Other All We Can staff,
3. All We Can Trustees

External

1. All We Can overseas partners
2. Organisations applying to All We Can for partnership
3. Donors and funders such as Trusts and corporations, Government funding bodies
4. Supporters, including ministers and representatives of Churches, Circuits, and Districts
5. Other similar NGOs

Main tasks

1. Programmes and Partnerships Team (PPT) support

- a) Provide general support to the PPT team including, arranging and preparing for internal and external meetings, minute taking and a range of other administrative tasks including translation of documents
- b) Support Partnership Managers with reviewing narrative and financial reports from partners and ensuring that grant requirements are met, and any issues or discrepancies are addressed as needed
- c) Contribute to the assessment of proposals during PPT meetings and support PPT in organisation and assessment of all stages of agreements with partners
- d) Attend and minute PPT Strategy and Planning Meetings
- e) Coordinate the timely preparation and documentation for, arrange, attend and minute the Programmes & Partnerships Committee (PPC) meetings of the All We Can Board
- f) Support the PPT and other All We Can staff in preparing for field visits, including researching country information, visa and health requirements, travel logistics, and insurance
- g) Compile or create resources for All We Can staff to use at conferences and general presentations
- h) Manage All We Can volunteers including recruitment, task allocation, mentoring and logistics.
- i) Accompany PPT staff on overseas visits to partners (occasional and as necessary) to facilitate the management of relationships or scoping new partners
- j) Cover for the PPT Managers during absence, if appropriate and as required

2. Partners Information Management

- a) Co-ordinate and manage the Partners Information Management System (PIMS)
- b) Support the PPT to create and maintain systems used by the team including documentation and the database
- c) Become the focal point for data protection compliance within the PPT
- d) Support PPT on all aspects of knowledge management for grant assessment, approvals and management; capacity building, assessment of project proposals, budgets and reports; partner funding and monitoring;
- e) Manage the “declines system” to respond to unsolicited enquiries from organisations seeking funding
- f) Manage the process for approving grants including managing documentation for grants meetings
- g) Produce monthly grants summaries

3. Communication and other

- a) Participate in team meetings, Trustees’ meetings, strategic planning meetings, external meetings, workshops and seminars and other meetings as required
- b) Any other reasonable duties consistent with the responsibilities of the post as designated by the Director or the PPT

Corporate Responsibilities

- a) Ensure familiarity with and adhere to All We Can’s policies and procedures and keep informed of all cross departmental activities
- b) A commitment to All We Can’s vision, mission and values, and accepting of its identity as a Christian international development, relief and advocacy organisation actively engaged with the Methodist Church
- c) A commitment to All We Can’s strategy to engage with faith-based groups and churches in particular, as part of its collaborative approach to sustainable development
- d) Any other reasonable duties consistent with the responsibilities of the post as designated by the Programmes Director

Terms and Conditions

Term of Appointment: Permanent position.

Hours of Work: The normal hours of work will be 7 hours a day (35 hours per week), with core office hours being 1000 to 1630 Monday to Friday with an hour's lunch break. Occasional weekend and evening work as well as overseas travel will be required. Payment for overtime is not given but employees are entitled to time off in lieu by agreement.

Starting salary: £24,000 per annum (inclusive of ILW)

Holiday Entitlement: 25 days per annum, plus Bank Holidays and an extra three days at Christmas and New Year.

Other Benefits: Life Assurance, Childcare Vouchers, Cycle to Work Scheme and Employee Assistance Programme

Sick Pay: Entitlement in accordance with All We Can's terms and conditions of employment.

Pension: All We Can operates a defined contribution pension scheme, with a minimum contribution of 6% employer and 3% employee, that all employees are eligible to join. Full details will be provided at the commencement of employment.

Probationary Period: Appointments are made subject to the satisfactory completion of a probationary period, normally six months.

DBS (Disclosure and Barring Service): The appointment is subject to a Disclosure and Barring check, please see application form for full details

Season Ticket: Season ticket loans are available after the satisfactory completion of the probationary period.

Health and Safety: The post holder will be subject to All We Can's Health and Safety policy.

Equal Opportunities: The post holder will be subject to All We Can's Equal Opportunities policy.

Physical Conditions: Office accommodation in an open plan office based at Methodist Church House, 25 Marylebone Road, London, NW1 5JR

May, 2018

Person Specification: Programmes and Partnerships Officer

Attributes	Essential	Desirable	Method of Assessment
Education and training	University degree or equivalent	Qualification in Development Studies or related subject	Q
Proven abilities	Proficiency in online grant manager or database systems	Experience of working in a research or support role in a UK charity	A/I
	Researching information, in particular from the internet	Experience of working or volunteering in a developing country	A
	Presenting information appropriately to a variety of audiences (written/verbal)		A/W/P
	Ability to read and summarise important information including financial information and budget analysis		A/W
Special knowledge and skills	Strong written and verbal communication skills (fluent English essential), including an appropriate telephone manner		A/W
	Good interpersonal skills, including ability to build relationships with overseas partners, donors, supporters and comfortable relating to Christian groups and individuals	Willingness to take on new challenges and responsibilities	A/I
	Proficient in computer skills, including use of Word, Outlook, PowerPoint		A/W
	Strong Excel skills		A/W
	A systematic approach to work and strong attention to detail		A/W
	Good understanding of grassroots community development	Awareness of impact assessment debates	A/I
	Able to work under pressure, to plan and prioritise a range of varied tasks effectively		A/I/W
	Excellent project management skills		A/I/W
	Special qualities	Commitment to All We Can's vision, mission and values, and accepting of its identity as a faith based international development, relief and advocacy organisation actively engaged with the Methodist Church	
A commitment to All We Can's strategy to engage with faith based groups and churches in particular, as part of its collaborative approach to sustainable development.			I
Self-motivated, able to work on own initiative, while working as part of a small team			A
Reliable and flexible			A
Sensitive to the complexities of cross-cultural communication			A/I

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)