



## WESEEHOPe JOB DESCRIPTION

### PROGRAMME ASSISTANT

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- **Job title:** Programme Assistant
  - **Reporting to:** Programme Officer
  - **Location:** London
  - **Duration:** Permanent contract
  - **Salary:** £23,000 per annum
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### ABOUT WESEEHOPe

WeSeeHope is a small international development organisation committed to creating sustainable change for vulnerable children in Southern and Eastern Africa.

We work across five countries - Kenya, Malawi, Tanzania, Uganda and Zimbabwe - in areas where children are acutely impacted by a lack of opportunity, exploitation and isolation. Focusing primarily on education, child rights and economic empowerment, we address these issues through seven community-led programmes delivered in partnership with local NGOs and community-based organisations.

Our aim is that vulnerable children have the skills to change their own futures, and that their families and communities are able to support them along the way.

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### ABOUT THE ROLE

WeSeeHope is looking for a well organised and enthusiastic Programme Assistant to join our London team on a full-time basis. Reporting to our Programme Officer you will play a key role in supporting a diverse range of projects through data collection, monitoring and evaluation. You will work alongside our valued in-country partners, Country Managers and Africa Director in Southern and Eastern Africa, as well as our Head of Programmes & Strategy and Director of Finance in the UK.

In your role, you will gain valuable and varied experience as part of a small and passionate team, and be able to see the tangible impact of our community-led work on children across Southern and Eastern Africa.

#### ***Main duties and responsibilities***

Programme Support

- Review our bi-annual partner monitoring reports and provide feedback to the Programmes team.
- Manage and update key programme spreadsheets.
- Communicate with our partners on specific dates and deadlines.
- Respond to new grant and funding requests.
- Assist with Trustee Project Sub-Committee (PSC) meetings, including document preparation and minute taking.
- Provide general administrative support to the Programme team.

#### Outcome and Impact Data

- Gather key outcome, impact and financial data from partner proposals, budgets and reports, and input on our programmes database.
- Support the ongoing development of WeSeeHope's external [data dashboards](#) in partnership with our corporate partner Qlik.
- Collect, track and input data from our [Child Headed Households Programme](#) and [Vocational Training Programme](#) into databases that feed into the dashboards.
- Conduct monthly updates and upkeep of our dashboards.

#### Village Investors Programme (VIP)

- Assist with data collection and entry for our [VIP](#).
- Communicate with partners on late and missing data.
- Track key performance indicators (KPIs) per partner for this programme.
- Conduct basic data analysis to help inform our approach.

#### Content for Communications

- Work with the Communications team to update our annual statistics.
- Seek out and share quantitative and qualitative data from partner reports that will be of use to the Communications team.
- Gather consent from our partners for the use of the images and stories on our fundraising and communications platforms.

#### Finance Support

- Support our Director of Finance with maintaining and updating the partner payments log on a monthly basis.
- Prepare the partner payment journal for Sage, our accounting software.
- Update the financial database for programme budgets and completed payments.

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## **ROLE PROFILE – KNOWLEDGE, EXPERIENCE & ATTRIBUTES**

Candidates will need to bring the following knowledge and experience to the role:

#### *Essential*

- Excellent proficiency in MS Office, particularly Excel.

#### *Desirable*

- Experience in administrative tasks such as responding to email enquiries and diary management.

- Experience in data entry and database management.
- Experience in data analysis and reporting back to the team.
- Experience in supporting a busy team.
- Working in an office environment.

Candidates will ideally need to bring the following attributes to the role:

- Highly organised, with the ability to multitask, prioritise workload and meet deadlines.
- Strong verbal and written communication skills.
- Exceptional attention to detail.
- Proactive self-starter with a “can-do” attitude.
- Happy in both lead and support roles and a flexible team player.
- Interest in international development.

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## SALARY & BENEFITS

- **Salary:** £23,000 per annum.
- **Holidays:** 25 working days per year, pro rata.
- **Group pension scheme:** 3% employer pension contribution, post probation period.
- **Group life insurance:** Three times annual salary, post probation period.
- **Maternity, paternity & shared parental leave:** Enhanced pay exceeding statutory minimum.
- **Working hours:** 9:30am - 5:00pm with one hour for lunch. Attendance at meetings and events out of hours will sometimes be required but will be compensated with time in lieu.
- **Office location:** Our private office is in a WorkSpace building called [Edinburgh House](#), which is within a 10-minute walk from both Kennington and Vauxhall stations. The building has a large communal area with a cafe and plenty of co-working space.
- **Remote working:** You will have the opportunity to work remotely in line with our policy, which is currently two days a week.
- **Travel:** You will have the opportunity to travel to visit and see our programmes in action first-hand.

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## HOW TO APPLY & KEY DATES

If you are interested in applying, please email the following documents to Sophie Newsham at [Sophie@WeSeeHope.org.uk](mailto:Sophie@WeSeeHope.org.uk):

- Up-to-date CV
- Completed application form

Applications for the Programme Assistant role will be open until **9am on Thursday 18<sup>th</sup> August 2022**.

All shortlisted candidates will be asked for an interview on **Thursday 25<sup>th</sup> August**.

*An alternative date can be discussed.*

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## EQUAL OPPORTUNITIES

At WeSee**Hope** we are committed to transparency and equal opportunities throughout our recruitment process. We recruit with openness, welcoming applicants from all backgrounds, and employ people based on their ability to carry out the role being recruited for.

We ensure that all applicants are considered equitably and consistently, and no applicant is treated unfairly on any grounds, including race, nationality, ethnic or national origin, ancestry, gender identity and/or expression, religion or belief, sex or sexual orientation, marital status, pregnancy and maternity, disability or age.

Find out more by reading our [Recruitment Policy](#).