

Job title:	International Programme Support Officer (part time)
Location:	Water Witness International, 4 Hunter Square, EH1 1QW, Edinburgh
Salary:	£21 252 per annum pro rata at 0.6 FTE (equivalent to gross salary of £1062 pcm) plus pension contribution
Length of contract	2 years with extension based on funding and performance
Travel	Based at our Edinburgh office with occasional requirement to travel nationally and internationally
Working Hours	Part time - Standard working hours are 22.5 hours or 3 days, per week. Flexible working outside of office hours may be required and will be compensated through time off in lieu in line with WWI policy.
Closing date	21 st July 2017

Organisational background

From our headquarters in Edinburgh, Water Witness International (WWI) works for a water secure world where all people have reliable access to the water they need to thrive, and are protected against pollution, flooding, drought and water conflict. WWI has grown rapidly since 2008 as a highly influential NGO working at local, national and global scales for sustainable water management and social justice. With our trusted partners, we use accountability monitoring and evidence-based advocacy to help vulnerable people obtain water security, and to drive system-wide change for improved water governance and aid.

Job summary and purpose

The primary purpose of the position is to provide financial management, administration, IT and logistical support to the Water Witness International team (12 staff in the UK and overseas, primarily Zambia, Malawi and Tanzania), our board, our partners and associates. The post holder will be required to perform a wide range of duties, take initiative and work independently with precision to advance the objectives of Water Witness International.

Duties and responsibilities

Office administration

- Use MS Word, Excel, Powerpoint to prepare and edit reports, memos, and documents.
- Support the efficient documentation, reporting and filing of programme activities to support monitoring and evaluation, and reporting requirements to donors.
- Manage incoming and outgoing mail, email and deliveries.
- Manage office supplies and WWI equipment ensuring that basic supplies are always available.
- Update and ensure the accuracy of the organization's databases.
- Back-up electronic files using proper procedures.
- Provide administrative support to management and other staff including making travel and other arrangements.
- Coordinate the maintenance of equipment and maintain asset register.
- Management and maintenance of IT and other equipment and software.
- Development and administration of improved internal management systems.

Financial and contract/grant management

- Financial planning, reporting and review of expenditure against programme budgets in line with WWI policies, process and financial manual. Note that this will include the use of bookkeeping and financial management software.
- Prepare invoices and financial statements.
- Code and file financial material according to established procedures.
- Process and track incoming and outgoing payments ensuring timeliness and accuracy.
- Prepare bank reconciliations and deposits.
- Administer petty cash and process expenses according to established procedures.
- Assist/lead financial reporting and accounting as required.
- Review and processing of contracts, and tracking delivery and payments.

Programme Communications

- With the Programme team, prepare updates on progress for a wide range of audiences.
- Revise, update and maintain websites, social media profiles, reference, photographic and video libraries.
- Represent WWI at meetings, trainings and events in the UK and overseas (occasionally), and produce incisive back to office reports which flag opportunities for WWI.
- Lead on specialist graphic design and GIS services and provide internal advice and training.
- Review, edit and quality assure WWI publications and reports.
- On occasion deliver presentations about the organisation's work either internally or to external stakeholders.

Board support

- With the Director, prepare meeting agendas and supporting material for distribution.
- Ensure the timely distribution of material to the Board.
- Support the Board with meeting, travel and other arrangements.
- Draft minutes of Board meetings for review by the Director.
- Create and track action lists for management staff from board meetings.

Additional duties

- Conduct desk based research and technical services, including leading on specific projects as requested by the Director.

Person specification

Experience and qualifications

Essential

- A relevant undergraduate degree or equivalent professional qualification.
- Over 3 years of relevant experience in a fast-paced setting.
- Demonstrable experience in office management, administration and support.
- Experience in management and administration of finances and financial reporting.
- Experience in using MS Word, MS Excel, graphic design, financial management and website design and management software.

Desirable

- Qualifications in business, IT, financial or office management.
- Experience of working in an international setting and multi-cultural teams and in handling foreign currency transactions.
- Experience of team and programme support, and internal system strengthening for an international organisation or NGO.
- Knowledge of international development.

- Working knowledge of VT transaction, Adobe Creative suite and Squarespace or Wordpress (or equivalent)
- Experience in using social media and implementing ICT for development activities.

Skills and attributes

Essential

- Proven ability to deliver results with minimal supervision in a fast-paced and challenging environment.
- Exceptional organisational and communication skills (both written and verbal).
- Competence in managing IT including email accounts and websites.
- Proactive team player, ready and able to multi-task and work flexibly to respond to the rapidly changing needs of a busy and diverse international team.
- Creative and copywriting skills, and a flair for writing, editing and preparing communications materials, including layout and graphic design.
- Good decision making and problem-solving capabilities, and ability to prioritise issues and actions.
- Must be dynamic, creative, and passionate about delivering positive change in the world.

Desirable

- Knowledge in GIS, graphic design, photography, photo editing and videography.
- Knowledge of research methods, literature review and qualitative and quantitative data analysis.
- Skills in review and developing internal systems for improved organisational impact.
- Ability in developing and tracking work schedules.

Application Procedure

Closing date: Friday 21st July 2017, 0900 hrs BST

Interviews: Interviews will be held in Edinburgh on Thursday 3rd August 2017

Expected start date: Ideally 21st August 2017 or as soon as possible after this date

Interested and suitably qualified candidates should send the following attachments in an email with 'IPSO VACANCY APPLICATION' as the subject heading to jobs@waterwitness.org before 9 am BST on Friday 21st July 2017:

1. A covering letter explaining why you are interested in the position and demonstrating how you meet the person specification.
2. Your current CV with email addresses and telephone numbers of two referees.
3. A one page summary of the challenges you anticipate within this role and your proposed strategy for overcoming these.

Water Witness International is committed to welcoming people from a wide diversity of backgrounds, culture and experience.

Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.