

# Anglican International Development

## Job Opportunity: Projects Manager



Anglican International Development (AID, Charity No 1138664) seeks to transform lives for now and eternity in the name of Jesus Christ in East Africa (currently South Sudan, Kenya and Uganda).

In collaboration with local churches, we establish and support theological training and human development programmes that transform lives and communities.

AID's Projects Manager oversees projects and has a major role in the day-to-day running of the charity. The job entails designing, launching, implementing and evaluating new and existing projects, as well as securing funding to enable them to happen.

As Projects Manager, you will work to the Executive Officer and within a team that also includes the Communications Manager, the East Africa Manager and the Administrator.

Key responsibilities include:

- Working enthusiastically and closely as a committed AID team member.
- Taking a leading role in developing and delivering projects, including defining outcomes and impact. This work includes monitoring and evaluating outcomes, reporting to donors and close collaboration with the East Africa Manager.
- Researching, writing, submitting and managing grant applications in support of AID's projects, achieving an ambitious annual target in excess of £100K.
- Managing AID's ongoing relationships with donors (trusts, churches, high net worth individuals).
- Fulfilling ongoing operational responsibilities including producing articles and reports covering AID's activities.
- Managing AID's network of supporter volunteers and churches across the UK.

- Supporting AID's wider communication and fundraising efforts, including regular campaigns.
- Identifying new avenues for fundraising and working with the Communications Manager to pursue these.
- Contributing to the efficient management of AID's budget in accordance with the direction of the Executive Officer and the Trustees.

Essential criteria:

- Christian
- Committed to AID's mission of transforming lives for now and eternity in East Africa
- Keen to facilitate teamwork and foster a positive working environment
- Experienced in creative problem solving and evidence-based decision making
- Highly skilled in verbal and written communication
- Willing to become well-informed about global development and East Africa quickly
- Able to demonstrate evidence of efficient time management, organisational skills and multi-tasking
- Able to nurture and maintain positive relationships with key external stakeholders
- Ready to challenge assumptions and offer improvements to AID's strategy

Desirable criteria:

Although AID welcomes applications from anyone who meets the essential criteria, we are especially interested to hear from people who have experience of the charitable sector, international development, East Africa issues and writing persuasive project proposals.

The UK office is based in Newcastle upon Tyne but this role can be fulfilled remotely, with occasional travel to the Newcastle office.

Application:

Please apply by submitting a CV and cover letter via post or email to [alice.lane@interanglicanaid.org](mailto:alice.lane@interanglicanaid.org). Your application should demonstrate clearly how your skills, experience and strengths meet the essential criteria.