APPOINTMENT BRIEF
PROGRAMME
FUNDING OFFICER
WELCOME

THANK YOU FOR YOUR INTEREST IN THE ROLE OF PROGRAMME FUNDING OFFICER.

In 2017 early projections already show that a radical change is required to achieve the Sustainable Development Goals by 2030. There is an urgent need for international development actions to be bigger and bolder, with more focus on understanding what really works.

The Open University has been pioneering in ways to expand access to high quality learning in the UK for almost 50 years. We believe that open and distance learning has a massive contribution to make in speeding up progress towards the achievement of the Sustainable Development Goals. The International Development Office (IDO) is a dedicated project management unit within the Open University focused on making this happen, and which can draw upon the Open University’s expertise in teaching and research in international development to provide a unique combination of capabilities. For the last 10 years, IDO has been delivering large-scale projects that bring life-changing learning to millions of teachers and health-workers who are often working in some of the most challenging places in the world. Our open education resources are available free of charge and can be easily adapted to suit the needs of different users; making it possible to radically increase access to learning and skills globally. Our business development team is tasked with connecting the OU’s work and our potential with international donors and funding agencies to generate the resources needed for the Open University to do this. If successful you will be joining a small team that is dynamic and focused on growth and you will be joining a role that is highly stimulating and provides plenty of opportunity for your own personal development.

Good luck with your application.

Matthew Foster
Director of the International Development Office
The Open University
The Open University (OU) is the world’s first successful open and distance teaching university, established in 1969 to promote social justice by making education accessible to all. From the start, the OU adopted a radical open admissions policy, whilst maintaining the highest standards of scholarship. This approach to distance learning has seen the OU become the largest university in the UK with over 174,000 students in 2015, and one of the biggest universities in Europe.

The OU pioneers innovation in pedagogy, and is a global leader in using technology for distance learning and the open education movement, which seeks to share knowledge with everyone free of charge. We work with whatever learners have access to, from print to low-cost mobiles and tablets.

All OU’s work is underpinned by research excellence. 72% of OU research is world-leading or internationally excellent in terms of quality, impact and environment (2014 UK Research Excellence Framework). It concentrates on areas of pressing need worldwide, like technology-enhanced learning.

Research informs the development of free open online educational resources made available through the OU’s OpenLearn platform (http://www.open.edu/openlearn/), social media like iTunes U and Youtube, and FutureLearn (www.futurelearn.com) – an international university collaboration, wholly owned by the OU, to bring online learning to a global audience through Massive Open Online Courses.

**OUR VALUES**

**INCLUSIVE**

We make education open to all and promote social justice through the development of knowledge and skills. We empower people through the use of Open Educational Resources, Massive Open Online Courses (MOOCs), and multi-platform technologies.

**INNOVATIVE**

We continuously innovate to ensure the effectiveness of open and distance education for our learners and on the use of appropriate technology to expand the reach of our resources in different contexts.

**RESPONSIVE**

We work in partnership to develop appropriate and scalable solutions to global issues, which are tailored to address individual contexts and learners and employers’ needs.
Bringing solutions to the global challenge of creating and supporting equitable access to high quality, affordable and relevant higher education, using distance learning where appropriate.

Increasing access to Higher Education

Providing large-scale solutions to build the core competencies of teacher educators and teachers, and working to support systemic improvements to all levels within the education system.

Building capacities of frontline education workers

Designing innovative learning resources for frontline health and water, sanitation & hygiene (WASH) workers to support systematic improvements in quality and accessibility of essential health services.

Building capacities of frontline health workers

Bringing solutions to the global challenge of creating and supporting equitable access to high quality, affordable and relevant higher education, using distance learning where appropriate.

Increasing access to Higher Education

Providing the international humanitarian and development sector with innovative approaches to learning to ensure that practitioners and volunteers have the skills they need to achieve the Sustainable Development Goals.

Revolutionising learning in international development

Why is a university delivering award-winning international development projects? The OU is the only university in the UK to combine large-scale projects with both teaching and research in international development, to support social justice worldwide. It began delivering global development activity in 1992, and growth of projects and programmes led to the dedicated International Development Office (IDO), established in 2010 as a hub for excellence in designing and managing large-scale development projects.

Our multi award-winning large-scale development programmes across Africa and Asia, mostly funded by the UK’s Department for International Aid (DFID), are contributing to the four priorities in our International Development Strategy (2016-2021).
Our International Development Office works with academic experts within the OU, as well as Development, Academic and Government partners to implement flexible, scalable, practice-based programmes that empower people through life-changing learning, wherever they are, with tools that suit their specific needs and available resources. We target frontline health and education workers, civil society organisations, development and humanitarian practitioners, mobile populations and Higher Education institutions. The use of open and distance learning and education technology in international development allows us to reach people at massive scale.

Our projects and programmes include: massive scale teacher education in sub-Saharan Africa (Allan and Nesta Ferguson Trust, 2005-to date, http://www.tessafrica.net); the schools component of the ‘English in Action’ English language teacher development programme in Bangladesh (DFID, £12m, 2008-2018, www.eiabd.com); the TESS-India teacher education programme (DFID, 2012-to date, £10m, www.tess-india.edu.in) which received an A+ rating in DFID’s 2016 and 2017 project management review, as well as health and WASH worker education in Ethiopia (www.open.ac.uk/africa/heat/, www.open.edu/openlearnworks/OpenWASH) and many others. For more information: www.open.ac.uk/about/international-development/

In 2015 our projects reached over 1 million people across 13 countries. We work towards multiple Sustainable Development Goals set out within the United Nations 2030 Agenda for Sustainable Development, including...
The TESS-India toolkit of open resources includes:

- 105 teacher development OER including Language and Literacy, Science, Maths and English
- 20 school leadership OER
- 55 videos
- 10 key resources on effective pedagogies
- TESS-India MOOC (English & Hindi) for teacher educators
- Online learning pathways for teachers and teacher educators
Learning the complex range of skills needed to deliver sustainable water, sanitation and hygiene (WASH) projects

Lack of access to basic sanitation and clean water remains a major issue in many developing countries, yet it is often difficult to recruit people with the expertise needed to make a WASH project successful.

Supporting government and NGO initiatives in Ethiopia, OpenWASH provides targeted learning to develop the expertise of WASH practitioners. Written by expert Ethiopian authors, supported by The Open University, the modules have a particular focus on the challenges of WASH in urban contexts.

The modules have been translated into four Ethiopian languages and made freely available online, to use or adapt by anyone interested in WASH. They are being used by students in colleges and for in-service training of WASH professionals.
JOB DESCRIPTION

ROLE SUMMARY

This role is central to the delivery of The OU’s International Development Strategy. The post-holder will work within IDO’s Business Development Team to secure exciting, new partnerships and to position the OU as a leader in international development.

The specific responsibilities for this role include:

- Identifying and mapping of key prospects (bi and multilateral donors), working closely with other IDO colleagues.
- Managing a portfolio of statutory donor prospects, and identifying and developing funding approaches for the OU’s international development projects.
- Being recognised as a source of expertise on key bi-lateral and multi-lateral donors within your portfolio.
- Working closely with colleagues across the OU to prepare effective and compelling proposals in order to secure grants/contracts at the £1m+ level from a diverse range of donors.
- Finding creative ways to communicate the impact of IDO project work within and beyond the international development sector.
- Support the Head of Programme Funding and Business Development, Senior Institutional Fundraiser and colleagues in fundraising as required to drive new business and growth.

The role will entail interaction at a senior level with international funding bodies, overseas partners as well as senior staff within the OU.

JOB TITLE
Programme Funding Officer

REPORTS TO
Head of Programme Funding and Business Development

SALARY
£32,548 - £38,833

DURATION OF POST
Maternity cover (9 months)

TERMS AND CONDITIONS
Academic related

WORKING HOURS
Full-time (37 hours per week)

LOCATION
Walton Hall, Milton Keynes

INTERNATIONAL TRAVEL
Is a requirement of the post
JOB DESCRIPTION

MAIN DUTIES

• Map funding opportunities from bi-lateral and multi-lateral government donors, and philanthropic donors (Trusts and foundations, corporate) against IDO strategy, working closely with the fundraising team in the Development Office.

• Manage portfolio of prospects, ensuring exceptional donor and partner relationship management, cultivation and stewardship.

• Lead the management of external relationships with a portfolio of Development Partners and agencies, including grant management and compliance issues, and assist in managing relationships with a number of University faculties and departments.

• Attend and support the organisation of external events to raise the profile of the OU’s international development work, and regularly engage in networks that are scoping and analysing the institutional fundraising donor landscape.

• Work closely with the Head of Programme Funding and Business Development and colleagues, and develop a case for support for IDO’s work that will ensure consistent messaging from all parts of the OU.

• Provide current International Development sector intelligence across the university; this will include researching current donor trends, recommending strategic opportunities for IDO/OU Faculties and establishing strong institutional relationships with sector partners.

• Create powerful £1M+ bids to support OU international development priorities, often based on complex academic projects, using a range of methodologies.

• Identify, and form partnerships to leverage income from key donors, in line with IDO strategy.

• Use judgement and sensitivity in the anticipation and resolution of problems that could result in significant damage to the OU’s reputation and support the IDO Director to mitigate against any such occurrences.

• Assist in the design and implementation of strategies for international development work identified by the academic colleagues in alignment with IDO strategic approaches and set realistic targets and timetables.

• Assist in creating an external engagement strategy for IDO, and in the preparation of promotional materials (capability statements, evidence of impact, newsletters, project updates for IDO website, social media presence) to deliver it.

• Keep an accurate database and other appropriate records of prospects, applications, responses and follow-ups to build a rolling institutional fundraising programme.

• Contribute to good practice in programme funding and business development (e.g. conducting due diligence checks on partners, and updating information on IDO projects on the International Aid Transparency Initiative-IATI database).

• Other appropriate tasks as asked by the Head of Programme Funding and Business Development and senior management.
**PERSON SPECIFICATION**

### ESSENTIAL

- Graduate or equivalent qualification.
- Demonstrate ability to proactively fundraise from statutory donors.
- Track record in securing five-figure grants/contracts.
- Knowledge and ability to provide high level of account management for key partnerships.
- Ability to craft creative and bold approaches to potential donors, in line with the OU’s strategy and brand.
- Ability to work with senior decision-makers internally and externally.
- Ability to work flexibly, to deadlines, with tact and diplomacy, using judgement and initiative.
- Excellent written and verbal communication skills.
- Numerate.
- Excellent team-working, inter-personal and networking skills.
- Ability to understand and interpret complex academic subjects into persuasive proposals and presentations for an external audience.
- Ability to manage a number of bids simultaneously and juggle a busy and varied workload.
- Proactive approach to problem solving and first-rate attention to detail.

### DESIRABLE

- International development experience.
- Experience of managing DFID bids.
- Understanding and/or knowledge of Higher Education.
- Experience in developing creative communication approaches and materials, including use of social media and event planning.

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**All members of IDO staff are required to:**

- Have a strong commitment to the principles and practice of equality and diversity.
- Take reasonable care of the health and safety of themselves and that of any other person who may be affected by their acts or omissions at work.
- Attend appropriate events and undertake staff development activities to build understanding of the international development sector.
BENEFITS

The OU offers an attractive working environment and an exceptional benefits package that includes some home working, 33 days holiday (+ public holidays and 3 day closure period between Christmas and New Year), 16.5% pension, subsidised shuttle/free parking and a scheme which enables employees to study OU modules and qualifications without fee liability.

HOW TO APPLY

To be considered for this post, we require an up to date version of your CV to include how you meet the required criteria in the person specification. Applicants should also complete the Open University short application form.

Applications should be:
- Posted to Claire NAPPIN, Staffing and Resources Coordinator, Development Office, The Open University, 1st Floor Jim Burrows Building, Walton Hall, Milton Keynes, Buckinghamshire, MK7 6AA.
- Or emailed to OUDO@open.ac.uk

INTERVIEW

Interview date: see advertisement

Interview panel: Matt Foster (Director of the OU’s International Development Office); Elisa Malnis (Head of Programme Funding and Business Development); Kris Stutchbury (Senior Lecturer in Teacher Education and Academic Director of TESSA, Faculty of Well-being, Education and Language Studies)

The selection process for this post will include an interview and a job related task.

CLOSING DATE

See advertisement

QUERIES

If you would like to discuss the particulars of this role before making an application, please contact Elisa Malnis on 01908 654516 or email elisa.malnis@open.ac.uk

If you have any questions regarding the application process, please contact Claire Nappin on 01908 659159 or email OUDO@open.ac.uk