

Role Profile - PQA Manager (Humanitarian)



Role Title (Internal HR use only): Programme Quality and Assurance Manager (Humanitarian)	Operational / External Title: Programme Quality and Assurance Manager (Humanitarian)	Date: October 2024
Department: Funding	Team: Programme Quality and Assurance	Reports to: Head of Programme Quality and Assurance
Direct Reports: Programme Quality and Assurance Specialist	Indirect Reports: n/a	Dotted line reports: n/a
Projected historical Grade/New Level: D		Budget Holder (yes /no): No
<p>Purpose of the Role: The Programme Quality & Assurance team is responsible for the management of all grants and contracts, ensuring cross programme / country coherence, risk management and compliance. The team is also responsible for coordinating programme related research, evaluation and learning in conjunction with thematic specialists in the Women Peace and Security team. The post holder will lead contract management, relationship management, programme learning, cross programme / country coherence, risk management and compliance activities. The role demands as specialist who will bring strong strategic thinking, humanitarian programming learning experience, and a spirit of collaboration to ActionAid UK as it delivers on its new Strategy.</p>		
Areas of Activity	Key Accountabilities and Deliverables	
Donor Contract / Grant Management	<ul style="list-style-type: none"> Lead grant and contract negotiations with AAUK humanitarian donors acting as the key point of contact throughout the life of the contract, supporting project management teams in grant revisions, cost extensions, no-cost extensions, and budget realignments as required. Work with ActionAid country staff to manage the contract inception stage, including staff recruitment, contract negotiation with partners, and development of systems and processes to support robust contract management. Lead on the contract management by working with project management teams, ActionAid country staff and partners to deliver key contract milestones/deliverables. Build the capacity of ActionAid country staff to contract manage to a high standard, including excellent monitoring and evaluation and timely donor reporting, through training and ongoing advice and mentoring. Maintain a database of all donor contracts with accurate and updated information and ensure grant management of ActionAid grants with ActionAid country staff. Facilitate and on request, lead grant inception workshops, providing technical and administrative support. Work with other members of the team and ActionAid country staff to ensure effective contract management and reporting for rapid response grants, including those from the DFID Rapid Response Facility (RRF), Start Fund and other sources. Advise relevant Finance and Internal audit teams on the donor's procedures to ensure that ActionAid systems comply with all relevant rules. Lead on the preparation for donor assessments and audits Provide ongoing advice and mentoring to ActionAid country offices on humanitarian donors 	
Contribute to AAUK humanitarian Programme learning	<ul style="list-style-type: none"> Feed knowledge & project-related learning into relevant federation-wide processes and through s to the Federations' International Platforms where relevant Participate actively in AAUK's meetings and discussions on programming approaches. Liaise with other departments in AAUK and the wider ActionAid Federation to support the effective and compliant management of humanitarian projects Actively participate in relevant donor meetings on programme quality and learning Participate in external NGO networks and other initiatives that seek to influence the financial rules of institutional donors Coordinate programme learning evaluations and process Produce in conjunction with relevant technical advisers and policy advisers, programme learning publications. 	
Relationship building	<ul style="list-style-type: none"> Collaborate effectively with colleagues in AAUK's Policy, Advocacy & Programmes department to support policy engagement with donors Engage with NGO networks through participation in working groups and other forums to influence donor funding policy and practice. 	

Role Profile -PQA Manager (Humanitarian)



Key Relationships (external to the team):	
INTERNAL: Technical Advisers, advocacy advisers, Humanitarian Policy and Practice unit, Advocacy unit, Philanthropy and Partnerships Team, AAUK Programme Forum, Public Engagement and Communications Department, Fundraising department, Organisational Effectiveness, AAUK Leadership Group, AAI Federation. EXTERNAL: Institutional donors, Consortia partners, contract leads, Private Sector, Academic institutions, Policy stakeholders and NGO networks.	
EXPERIENCE, KNOWLEDGE & EXPERTISE	
<p>Essential:</p> <ul style="list-style-type: none"> • Experience of successfully managing funding in the humanitarian sector- particularly with donors of strategic relevance to AAUK - including FCDO, START Network DEC, ECHO, and the UN • Knowledge of key trends in policies and assurance practices of humanitarian donors that have implications for AA to sustain income and programme quality. • Experience of developing and implementing successful emergency programme funding strategies and of delivering income against targets. • Applied knowledge of project cycle management including problem analysis, project design, financial planning and management, and monitoring and evaluation. • Experience of planning, monitoring and preparing quality narrative and financial reports for institutional donors on development and emergency programmes. . • Sound knowledge of a variety of donor rules, financial control procedures and risk management. • Good understanding of humanitarian response, recovery and resilience work and women’s rights as they relate to humanitarian work. • Experience living and working in a developing country. • Willingness to undertake regular international travel. 	<p>Desirable:</p> <ul style="list-style-type: none"> • Fluency in French and/or a second language spoken in developing countries, in addition to English. • Women’s rights programming in country.
Any Other Relevant Information – please add in any information regarding the complexity of work undertaken / complexity of relationships; level to which they drive change in their role / team / department, whether within their core duties they undertake activities that potentially could be ‘risky’:	

Click here for [Action Aid Values & Behaviours](#)

This role profile sets out the current duties of the post that may vary from time to time without changing the character of the job or the level of responsibility entailed. However, all role profiles are regularly reviewed and updated accordingly in line with organisational need