



### **Programme Officer, Special Interest Programme**

Oak Foundation ([www.oakfnd.org](http://www.oakfnd.org)) commits its resources to address issues of global social and environmental concern, particularly those that have a major impact on the lives of the disadvantaged. With offices in Europe, Africa, and North America, Oak Foundation makes grants to organisations located in 41 countries worldwide.

**The Foundation is currently recruiting a Programme Officer for the Special Interest Programme (SIP), based in London, UK. This position is full-time, office-based and the salary is circa £48,000 with benefits.**

**SIP** grants usually fall outside the main programmatic areas of the Foundation. They reflect the special interests of the Foundation's Trustees and are diverse, covering a range of fields including medical research, humanitarian aid and development, education, access to the arts and environmental issues. The SIP team is small with a large portfolio of grants. Under the supervision of the Head of Programme, Programme Officers make and manage these grants. The successful candidate will have the opportunity to deepen knowledge on and explore many issues and to work with truly inspirational partners from all over the world.

#### **The Programme Officer's responsibilities will include:**

- conducting research and due diligence on SIP grants in a number of countries, on a range of issues;
- reviewing grantee budgets and financial statements;
- supporting grantees with capacity building and the development of child safeguarding policies as needed;
- establishing and maintaining good relationships with applicants/grantees and other partners;
- drafting recommendations for funding, and monitoring and reporting on the progress of grants which will sometimes involve travel (for up to 25% of the year, sometimes including up to 2 weeks away at a time);
- assisting grantees to overcome challenges and draw out lessons learned when grants come to a close;
- working collaboratively on cross-foundation initiatives and representing the programme at external events as required; and
- contributing to internal reports, Oak's annual report and board presentations.

#### **The successful candidate will have the following profile:**

- an advanced university degree;
- at least 7 years' experience of working in the non-profit sector and/or in philanthropy, including experience in project and budget management and preferably in grantmaking;
- proven work experience and expertise in two or more of the following areas – social justice, child welfare, educational reform, access to the arts, humanitarian aid, development or environmental issues;

- excellent writing and editing skills, and ability to write quickly to meet deadlines;
- proven experience in building and maintaining partnerships;
- ability to work independently but also flexibly and collaboratively, as part of a small team;
- fluent in English; French and/or Spanish proficiency would also be an advantage;
- strong analytical, negotiation and communication skills;
- tact, humility, flexibility and a good sense of humour;
- demonstrated commitment to the values of Oak Foundation.
- you must have the right to live and work in the UK for this role.

To apply, please send your Curriculum Vitae and a compelling covering letter by email only to [jobs@oakfnd.org](mailto:jobs@oakfnd.org), no later than 14 December 2018. By submitting your application, you confirm that you have read and understood [our job applicant's data privacy notice](#).

Please note that we will only be contacting shortlisted candidates.