



Project Officer

Bristol, UK

About Development Initiatives

Development Initiatives (DI) applies the power of data and evidence to build sustainable solutions.

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:

- strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibly and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people's skills, expertise and confidence in data.

And we support partners to:

1. Better respond to people's needs through improved quality and use of data and evidence in policymaking
2. Improve the quantity, quality and coherence of public finance and private investment
3. Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. In the last five years alone our work has covered 78 countries and we currently have staff based in Kenya, Uganda, the US and the UK.

Project Officer

Role content and purpose

DI's impact on development outcomes would not be possible without the work of the Programme and Project Management team. The team ensures that DI's work is delivered efficiently within a specified timeframe, to a budget and meeting strategic objectives. The team works across all DI offices and manages the delivery of a broad range of programmes and projects, with a focus on humanitarian assistance, data ecosystems and development finance to name but a few.

The postholder must be able to work with a diverse range of people, across many teams, to ensure the delivery of successful programmes and projects in line with our strategy. The role requires a wide range of skills and you should be effective at planning and monitoring your work, able to use your initiative, be good at resolving conflicts and be able to work well in a fast-paced environment.

Contractual details

Start date:	As soon as possible, depending on notice period
Length:	Permanent
Location:	This role is based in DI's Bristol office, located at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK
Level:	Career level 1
DI salary range:	£22,000–£25,000 per annum, depending on experience
Hours:	35 hours a week
Probation:	3 months
Leave:	25 days pro rata, plus all bank/public holidays

Technical duties

Team coordination

- Coordinate with the Programme and Project Management team to identify administrative, system, and process gaps, as well as streamlining opportunities to increase efficiency.
- Oversee document management, ensuring key team templates are kept up to date and relevant.
- Update online resource schedule with absence data on a fortnightly basis.
- Support Programme and Project Managers to ensure reporting for the International Aid Transparency Initiative is completed.

- Work with Head of Department to ensure compliance is maintained by developing and updating policy, guidance and process documents in line with requirements.
- Facilitate team meetings, record meeting minutes and allocate actions, proactively monitor their status and follow up with PMs as appropriate.
- Maintain relevant project data in various systems relating to capacity, new opportunities and general project records.

Financial and contractual management

- Update forecasting systems including the CRM pipeline and the central contracts audit folder as needed.
- Input purchase orders on FocalPoint as and when costs are known.
- Record receipts for departmental credit card expenditure.

Project coordination and management

- Project manage small external or internal projects as designated by department head.
- Facilitate input and gain agreement from key stakeholders on scope, schedule, budget, risk and quality for each project the postholder is managing.
- Take responsibility for and manage budgets for assigned projects, liaising with the Finance team on financial reporting for client/donor reports.
- Monitor project controls related to scope, schedule, budget, risk and quality within assigned projects.
- Identify risks and issues that need to be resolved during projects and facilitate resolution. Escalate more complex issues to Project Lead or Head of Department for resolution as needed.
- Provide internal and external project status reports to key stakeholders.
- Document lessons learnt on projects and share with other DI staff.

General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations.
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct.
- Prepare for and engage in one-to-one meetings and performance management meetings.
- Support the implementation of project management methodology across DI and successful organisation-wide adoption of processes as required.

Person specification

Area		Essential/ desirable
Experience	<ul style="list-style-type: none"> • Experience of coordinating or managing small projects • Experience of supporting project teams • Experience of supporting client/donor liaison and reporting 	<p>E</p> <p>E</p> <p>D</p>
Skills and abilities	<ul style="list-style-type: none"> • Proficient user of MS Office (particularly Excel) • Ability to multitask, working on a number of projects simultaneously and to agreed deadlines • Uses oral and written communication skills to develop productive relationships and interact with team members • Ability to work independently with minimal support, as well as collaboratively in a team environment • Excellent organisational skills • Ability to understand and support the needs of diverse projects across an organisation 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Education	<ul style="list-style-type: none"> • Project management qualification (PMD Pro, PRINCE2 Practitioner, PMP or similar) is desirable but demonstrable equivalent or relevant experience will be considered 	<p>D</p>
Knowledge	<ul style="list-style-type: none"> • An understanding of budgeting processes and financial reporting for grant makers • Knowledge of best practice and industry standards for project management • Knowledge of international development or a demonstrated interest in poverty-related issues 	<p>E</p> <p>E</p> <p>D</p>
Personal attributes	<ul style="list-style-type: none"> • Fast learner, able to adapt to change quickly • Close attention to detail 	<p>E</p> <p>E</p>

Application details

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be uploaded onto our [online application portal](#). Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

DI is an equal opportunities employer, and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form, found on our website at: www.devinit.org/working-with-us/vacancies/

Working together

“People are our greatest asset” – it’s a well-used saying, but at Development Initiatives, it really is true.

We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands, so it makes sense that the better our employees are, the more effective we will be. For this reason, we work hard to create an environment that meets everyone’s needs.

In line with our values (people-centred, purpose-driven and transparent), we aim for a culture of honesty and openness and want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision.

UK

- Informal work environment (e.g. casual dress)
- Pension scheme with 5% employer contribution
- Flexible working arrangements (e.g. homeworking, flexitime)
- Healthcare scheme with employee assistance programme
- Paid study leave and financial support
- Paid professional membership fees
- Buy/sell holiday scheme
- Cycle to work scheme
- Childcare vouchers
- Enhanced holiday entitlement that increases with long service, plus all UK bank and public holidays and discretionary paid time off at Christmas
- Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people).