

FCDO Programme Officer

Job Level	Level 3	Job Reference No:	
		Role Review Date	September 2026
Directorate	International	Function	Programme Quality and Accountability
Service	N/A	Reports to	FCDO Partnership Lead

Scale and scope of role

Direct Reports	None	Indirect reports	None
Budgetary responsibility	None	Accountable for other resources	None

Context

We help anyone, anywhere in the UK and around the world, to get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives.

We are part of the Red Cross and Red Crescent global humanitarian network.

Our Values and Principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

Purpose of the role

The Programme Officer provides coordination, project management and administrative support across the British Red Cross' FCDO funding portfolio, with a primary focus on the management of Movement Core Funding and associated partnership activities.

The role supports effective planning, reporting, governance and stakeholder coordination across the FCDO portfolio, ensuring high-quality project management and compliance with donor requirements. The post also provides dedicated support to the Director of Programme Quality and Accountability (PQA), contributing to cross-team planning, coordination and strategic priorities.

This is a varied development role offering an opportunity to gain knowledge and experience across a range of donor engagement, grant management and leadership support functions.

Key Responsibilities

FCDO Portfolio Management (75%)

Management of BRC and IFRC core funding

- Overall coordination of the British Red Cross' FCDO Core Funding arrangement, ensuring effective planning, implementation and monitoring of agreed workplans with focal points.
- Coordinate the preparation and submission of donor reports, working with technical colleagues to collate evidence, review contributions and ensure compliance with donor requirements.
- Maintain oversight of project documentation including workplans, action trackers and reporting schedules.
- Coordinate monitoring of project milestones, deliverables and reporting deadlines, escalating risks and issues where appropriate with the MEAL team.
- Support financial coordination and tracking against Payment by Results indicators.
- Coordinate grant administration processes, including payments to Movement partners and maintaining grant documentation.
- Support the development and maintenance of project management tools and systems to improve portfolio oversight and reporting.

Delivery of the FCDO team's objectives

- Support BRC FCDO team's objectives including securing BRC's and the wider Red Cross and Red Crescent Movement's access to optimal FCDO / UK ODA resources through supporting business development processes and grant management as appropriate.
- Support the International Directorate with FCDO grant management including due diligence processes as required (including periodic support to the FCDO's Central Assurance Assessment process).
- Support the FCDO team to facilitate potential FCDO funding to BRC and RCM Emergency Appeals as appropriate.
- Track FCDO and other relevant UK Government announcements and share written summaries with the team in support of its objectives and the wider International Directorate.
- Provide support to IFRC to deliver individual and FCDO team objectives.
- Subject to future funding levels and business need, progressively take responsibility for managing a wider portfolio of FCDO-funded projects.
- Support wider grant management activities across the FCDO portfolio as required.
- Support other project documentation and donor compliance activities where appropriate.

Additional Responsibilities

- Coordination support for regular governance meetings, including the FCDO Steering Group, Movement Core Funding meetings, Coordination Group with IFRC and ICRC, FCDO Quarterly and other partnership meetings as required.
- Prepare agendas, papers, presentations and minutes, ensuring timely follow-up of agreed actions.
- Coordinate engagement with internal and external stakeholders including FCDO, IFRC, ICRC and British Red Cross colleagues.
- Build effective working relationships with Movement partners and colleagues to support delivery of strategic partnership objectives.
- Provide administrative support related to audits of BRC.

Support to the Director of Programme, Quality and Accountability (25%)

Provide high-quality coordination and administrative support to the Director of Programme, Quality and Accountability

- Coordinate departmental meetings, workshops and planning sessions, including preparation of agendas, papers and presentations.
- Support internal communications and stakeholder engagement activities on behalf of the Director.
- Provide administrative support for departmental initiatives.
- Deliver cross-directorate priorities as required.

Team Member

- Actively participates in all team meetings.
- Supports other team members.
- Work and behaves in accordance with all BRC policies and procedures.
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Pre- engagement checks

England and Wales - Disclosure and Baring Service Check (DBS)
> None

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Person Specification

		Requirement	Evidenced: Shortlisting (S) Interview (I) Assessment (A)
Knowledge and Skills	Essential	> Substantial knowledge of the RCRC Movement, it's dynamics and BRCs auxiliary role	S/I
		> Up to date knowledge of themes and issues of particular interest to FCDO	S//A
		> Excellent administration and organisational skills, including attention to detail and maintaining up-to-date and accurate records	S/I
		> Ability to capture and analyse large amounts of information	S/I
		> Proven research, drafting and editing skills and able to write for a variety of audiences	S/I
	Desirable	> Higher level academic qualification (degree level or equivalent work experience)	S
		> A qualification in or knowledge of project management	S/I
		> An understanding of the international humanitarian system or international development context	S/I
		> Facilitation and presentation skills	S/I

Experience	Essential	> Experience of compiling and summarising materials for a variety of audiences. > Experience in working with a donor to high standards of performance and accountability > Experience of donor reporting.	S/I S/I S/I
	Desirable	> Substantial experience of working within the Movement > Experience in project management > Experience of working or volunteering in humanitarian or international development contexts, either within programmes or policy. > Experience working with FCDO or another Government partner	S/I S/I S/I S/I
Behaviours	Working Collaboratively – Pro-actively builds collaborative relationships internally and externally > Manages relationships and partnerships for the long term – sharing insights, building trust, constructively and openly tackling conflict in order to agree solutions Communicating and influencing –Takes multiple steps to communicate and influence > Influences others using compelling, well thought through arguments to build support and engagement > Provides explanations, raises awareness of issues and sends consistent messages in order to support progress Solution focused - Sees multiple connections > Anticipates obstacles, thinks ahead about next steps and contingencies Seeking Insight – Investigates and analyses information > Gathers evidence to build the case for change or resolve issues by analysing relevant information and identifying connections		I I I I
Additional requirements	Essential	> Ensures inclusive practice and promotes diversity > Willingness to work out of office hours when necessary.	All I

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.