



Job Specification: Government Relations Coordinator

Department: Government Relations
Scale: HQ Grade 3
Line managed by: Government Relations Manager
Responsible for line managing: N/A
Location: MAG HQ, UK

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity.

People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

Job Purpose:

Support the Government Relations Manager and the Head of Government Relations to deliver initiatives designed to ensure the strategic and tactical growth of the organisation through business development activities.

Manage a portfolio of existing multi-country contracts, providing day-to-day coordination, management, development and donor engagement, ensuring effective contract management, internal coordination and a consistent approach to delivery and reporting across relevant programmes.

Support the development of new programmes through the preparation and coordination of proposals, management of partner relationships, cross department engagement and donor representation.

Job Description

This role will entail contract coordination of one or two large multi-year, multi-country contracts, where strategic donor engagement is conducted by a senior member of staff. The role also entails direct management of donor relationships with several smaller existing or potential donors.

Contract management

Manage the coordination of a portfolio of existing contracts. Work closely with the Regional Directors, Country Directors, relevant members of the GRP team, Finance and Programmes teams to:

- Coordinate timely delivery of reports and work-plans for multi-programme contracts
- Inform relevant stakeholders of compliance requirements with donors contracts, and ensure all required communication with regards to compliance issues are being met
- Review, submit and disseminate contract revisions.
- Work with partners and sub-contractors to ensure effective coordination and communication mechanisms are in place
- Work with programmes and other internal stakeholders to monitor key contract deliverables
- Liaise with Programmes Finance and programmes regarding all related financial and audit requirements
- Act as point of contact for internal and external queries relating to these contracts and ensure that information acquired about these activities is managed and disseminated appropriately
- Correspond with donor representatives and other partners, including consortia, where required on issues relating to the contracts
- Maintain an oversight on all day-to-day partner/consortium member activity related to contracts

Donor Relationship Management and Representation

- Establish, maintain and manage relationships with key donor contact points, ensuring regular and effective engagement that exceeds the expectations of MAG's donors.
- Travel to represent MAG to donors, partners and authorities in bilateral meetings and at wider sector fora

- Support MAG's Programmes team and country programmes in the delivery of contractual obligations that realise donor objectives and go on to secure continuation / growth of existing business relations

Proposal Development/Bid Development

Working with the Government Relations Manager and other relevant teams, coordinate the development of new bids.

- Work with senior staff to coordinate the tender and proposal development process for a portfolio of donors, ensuring all stakeholders are clear on respective roles and responsibilities.
- Coordinate the development of programme specific inputs to proposals and tenders
- Support, challenge and scrutinize proposal and tender quality, ensuring best practice and efficiency in project proposals.
- Organise tender and proposal development activity ensuring timely development of relevant sections.
- Work with external partners and sub-contractors to ensure required contributions to proposals and tender submissions is obtained
- Correspond with donor representatives and other partners, including consortia, where required on issues relating to tenders and proposals.

Programme Support and Coordination

- Work closely with the Communications team to advise on the development of strategies, products and content that will effectively market MAG to target audiences in line with donor messaging and priorities.
- Support interdepartmental coordination to ensure effective dissemination of business intelligence, market opportunities and pipeline analysis.
- Conduct inductions to ensure incoming staff are clear on roles, responsibilities and mechanisms for engagement with Government Relations and Partnerships
- Travel to country programmes to support programme activity, donor engagement, proposal development and development of operational and sector knowledge.

All HQ staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required

This is a non contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises. Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Coordination and delivery of programmes, ideally in the humanitarian and/or development sector.
- Experience of representing an organisation to external audiences, such as donors and partners.
- Proven ability to build, manage and develop relationships with key stakeholders.
- A proven track record in meeting targets and deadlines.

Essential Skills and Knowledge

- Excellent project management and organisational skills
- Capability to quality review proposals, budgets, reports and other communications for donors
- Excellent verbal and written communication skills with outstanding influencing and negotiating skills
- A strong track record in ensuring inter-departmental communication and collaboration across various functions
- Highly organised, proactive, good attention to detail

Essential Aptitude

- Ability to demonstrate initiative, be proactive and offer a solution-oriented approach
- Ability to work at pace and with a range of competing demands
- Determined and committed to high quality standards
- Interest in and commitment to MAG's humanitarian mandate

- Self-motivated, flexible and enthusiastic approach to work
- Energy, enthusiasm and flair to work hard and achieve objectives.
- Able to work diplomatically

Desirable

- Proven expertise in the design, development, delivery, management, monitoring and evaluation of overseas humanitarian projects and programmes
- Relevant experience in the humanitarian mine action sector
- Relevant second language skills – i.e. French, Arabic, German, Spanish.
- Understanding of mine action programme and MAG systems, processes and operational methodologies.

Signed employee:	Date:
Signed manager:	Date:

June 2022