



Opportunity International UK Programme Officer

Candidate Pack
June 2026

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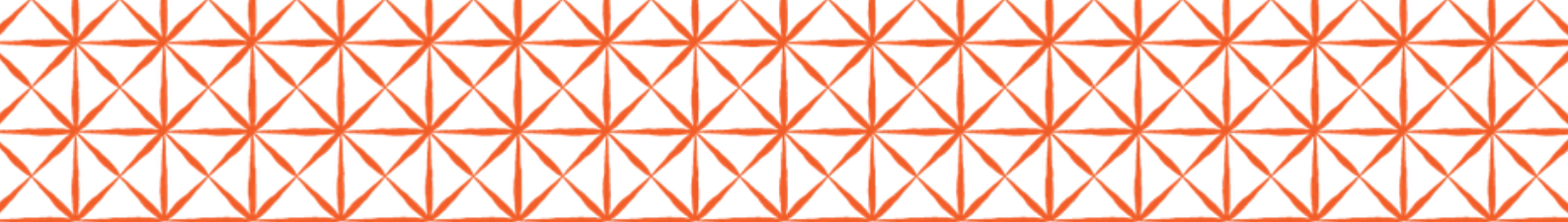
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About Opportunity International.

At Opportunity International UK, we stand alongside people living in poverty who face impossible choices every day. When income is scarce, even the most basic decisions - whether to buy food, pay for healthcare, or send a child to school - come at a real cost. For thousands of families, these trade-offs are not temporary, but part of a relentless cycle that limits opportunity and makes it harder for families to move forward.

For more than 30 years, Opportunity has worked to break this cycle by unlocking the potential that already exists within individuals and communities. Across sub-Saharan Africa, we provide access to small loans, savings, insurance, skills training and digital financial tools - equipping people with the resources and confidence to build sustainable livelihoods.

These are practical, proven solutions with transformative impact. A small loan can enable a mother to start or grow a business. A savings group can provide security and mutual support in times of crisis. A digital bank account can help a family plan, invest and protect their future. Step by step, families are able to increase their incomes, feed their children more nutritious food, keep them in school, and build resilience against the climate and economic shocks that so often push them back into poverty.

But lasting change requires more than individual progress. That is why we also work at a systems level, partnering with banks and financial institutions to design and deliver products that reach those who have been historically excluded. This can mean designing agricultural loans around the seasons, so farmers can invest in seeds and fertiliser when they need to and repay once their crops are harvested and sold. By strengthening financial systems in ways that respond to real lives and livelihoods, we expand access and help communities move towards greater independence and stability.

The impact is far-reaching. Businesses grow and create jobs. Children gain an education and new possibilities for their futures. Communities become stronger and better able to withstand future challenges. Over time, families gain greater stability and security, with more consistent incomes and a renewed sense of control over their lives.

Letter from the Director of International Programmes.

Thank you for your interest in Opportunity International UK (OIUK) at such a significant moment in our journey.

The OIUK Programmes Team is responsible for designing and managing our projects in sub-Saharan Africa. We specialise in designing and managing high quality technical funding bids for institutional donors and maintaining those relationships as we support the implementation of successful projects.

This is why we are creating this role:

The Programme Officer will play a pivotal role in supporting the effective delivery, monitoring, reporting, and development of OIUK's donor-funded programmes. Working closely with Programme Managers, the Director of Programmes, Finance colleagues, implementing partners, and the Resource Development team, the postholder will contribute to high-quality implementation, strong coordination, and compliance with donor requirements.

This is a developmental role, designed for someone seeking to build experience in programme delivery, grant management, and proposal development within an international development context. The Programme Officer will be assigned to specific programmes or projects and will support delivery under the guidance of senior colleagues, with structured exposure to programme development and funding processes.

You will be joining a small, committed and collaborative team, united by a strong sense of purpose and a shared belief in the power of opportunity to change lives. If you want to play a role in supporting our partners to continue to deliver high quality, high impact results, I would be delighted to hear from you.

With my best wishes,



Lydia Baffour Awuah



Why this role has been created.

OIUK has identified a lack of capacity in the programmes team to manage its diverse portfolio of projects and programmes. Following a period of restructuring two years ago, much of our team is now based overseas and there is a need to boost the UK team and support existing managers. We would welcome the chance to create a position where a less experienced member of staff can learn from peers and also contribute much needed capacity to our projects.

The increasing scale and complexity of our donor-funded programmes has created the need for additional programme support capacity. This role will strengthen delivery across our portfolio while providing an excellent development opportunity for an early-career programme professional.

We are entering an exciting new phase as we launch our five year organisational strategy, which will guide our work and growth over the coming years. Key priorities are to strengthen our work with women and girls, smallholder farmers and refugees. We look forward to having new and fresh input as we build on existing work and create new opportunities.



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Our values.

Opportunity International UK and its global network are inspired by Christian values, which shape our vision, mission and approach.

Commitment – we are dedicated to long-term impact and standing alongside the communities we serve

Humility – We listen first and value the knowledge and leadership of others

Respect – We treat everyone with dignity and recognise the potential in every individual

Integrity – We act with transparency, accountability and honesty

Sustainability – We prioritise solutions that create lasting change

Transformation – We believe in the power of opportunity to change lives

Inspired by Christian values, we welcome people of all backgrounds and beliefs, and there is no requirement to be a practicing Christian to work at Opportunity.

For this role, these values underpin the ability to build authentic, trust-based relationships with high value supporters and partners.





Role description.

The role

Job title: Programme Officer

Salary range: £26,000-33,000 per annum depending on experience

Hours: Full-time

Contract: Fixed-term contract until October 2028 (subject to funding)

Reports to: Senior Programme Manager and Senior Resource Development Manager (Programme Development & Proposals). The postholder will also work closely with the Director of International Programmes.

Location: Hybrid working, with attendance at the Oxford office at least one day per week (typically Wednesdays)

Job purpose:

The Programme Officer will support the successful delivery and growth of Opportunity International UK's programmes across Africa, helping ensure projects are delivered effectively, donor requirements are met, and learning is used to improve impact for the communities we serve.

Your role will be to work with key members of staff to support project management across our portfolio. You will be assigned responsibility for specific projects and will receive regular work assignments linked to those programmes including being fully briefed on all projects that we currently manage so you are able to work across our portfolio as needed. You will be required to support managers during busy periods such as reporting, evaluation, project launch and closure and to step in when there is a lack of capacity such as a member of staff going on leave. Managers will ensure that adequate training and preparation is given to allow you to perform tasks well and will support ongoing development.

You will work closely with the UK based Senior Programmes Manager but also have a strong link to our Senior Resource Development Manager who coordinates and writes our institutional funding bids. Putting together large bids is a complex, time-sensitive task and you may be asked to assist with co-ordinating information required from partners, developing logframes and budgets and writing sections of narrative reports.

Key responsibilities

1. Programme Delivery & Coordination

- Support the day-to-day coordination and implementation of assigned programmes or projects, ensuring activities are delivered in line with approved plans and timelines.
- Liaise with implementing partners to track progress, follow up on actions, and support effective communication.
- Support partner onboarding, contracting, and compliance processes.
- Support partner due diligence and compliance processes for institutional donors, including collation of required governance, financial, and policy documentation.
- Maintain accurate and up-to-date programme documentation, including workplans, logframes, risk registers, grant files, and partner records.
- Support programme meetings, partner check-ins, and internal coordination processes, including preparation of documentation and follow-up actions.

2. Monitoring, Evaluation, Accountability & Learning (MEAL)

- Support data collection, verification, and consolidation against agreed indicators.
- Maintain programme trackers and results databases.
- Support baseline, midline, endline, and evaluation activities as required.
- Contribute to the documentation of lessons learned, case studies, and learning products.
- Ensure programme evidence and learning are systematically captured and shared internally.

3. Programme Finance & Grant Support

- Support budget tracking and expenditure monitoring in collaboration with Programme and Finance colleagues.
- Review partner financial reports and expenditure documentation for accuracy and completeness prior to internal review.
- Support invoice processing and financial filing in line with organisational procedures.
- Flag budget variances, risks, or underspend issues to the Programme Manager in a timely manner.

4. Reporting & Donor Compliance

- Contribute to donor narrative and financial reports by compiling inputs, data, and supporting documentation.
- Track reporting schedules, deliverables, and donor conditions across assigned programmes.
- Support quality checks on programme documentation and reports.
- Assist with donor audits, monitoring visits, and due-diligence processes as required.

Key responsibilities continued..

5. Programme Development, Donor Research & Proposal Support

- Provide programme delivery insights, data, and learning to inform programme design and proposal development.
- Support donor and funding opportunity research, including tracking calls for proposals and donor priorities.
- Assist in the preparation of concept notes and funding proposals, including drafting sections, logframe, budgets, and annexes under guidance.
- Coordinate inputs from partners and internal teams during proposal development processes.
- Manage document version control, compliance checks, and filing during proposal development.
- Proposal-related work is delivered through a matrix working relationship with the Senior Resource Development Manager and Director of Programmes.

6. External Engagement, Learning & Representation

- Represent Opportunity International UK's programmes in external meetings, partner discussions, sector forums, and learning events, as delegated.
- Prepare programme updates, briefs, and learning summaries for external audiences, including partners and donors.
- Contribute to organisational learning and thought leadership by supporting the development of case studies, learning products, blogs, presentations, or sector discussions.
- Share programme learning internally to inform strategy, programme design, and funding proposals.
- Represent programmes professionally and in alignment with organisational values, escalating issues or sensitivities appropriately.

7. Safeguarding, Risk & Accountability

- Promote safe, ethical, and inclusive programming in line with organisational safeguarding and accountability standards.
- Adhere to safeguarding, data protection, and code of conduct policies.
- Handle sensitive information responsibly and confidentially.
- Support programme risk management and issue tracking.
- Contribute to accountability to programme participants, partners, and donors.

A week in the life of the Programme Officer

No two weeks are ever the same at Opportunity International UK, but a typical one might include:

- Joining a call with colleagues in Rwanda and Malawi to review progress against project milestones and discuss challenges faced by implementing partners.
- Coordinating inputs for a donor report, analysing programme data and drafting sections on results and impact.
- Writing a donor report for a major donor including case studies and a report against key outputs.
- Reviewing a partner's financial report and following up on outstanding actions to ensure compliance with donor requirements.
- Supporting the development of a new funding proposal by researching donor priorities, coordinating partner inputs and helping to draft narrative sections.
- Updating programme workplans, risk registers and grant documentation to keep project records current and audit-ready.
- Reviewing an evaluation document and meeting with the evaluator to discuss edits.
- Participating in a learning session with Opportunity International colleagues from around the world to share lessons from financial inclusion, agriculture or refugee finance programmes.
- Preparing programme updates or presentations for staff, donors or the Board.
- Capturing a beneficiary story or case study to help demonstrate programme impact and support future fundraising efforts.



What you'll bring

Essential

- Experience (typically 2+ years) in a programme support, project coordination, or grant management support role within a charity, NGO, social enterprise or international development organisation.
- Strong organisational skills with excellent attention to detail.
- Experience contributing to donor reporting or grant documentation.
- Strong written communication skills, with the ability to draft structured narrative content.
- Ability to manage multiple priorities and meet deadlines.
- Confidence using Microsoft Office (Word, Excel, Outlook) or equivalent systems.
- Experience working collaboratively across teams and cultures.
- Commitment to safeguarding, equity, and inclusion.

Desirable

- Experience contributing to funding proposals or concept note development.
- Experience undertaking donor or prospect research.
- Familiarity with institutional donors (e.g. FCDO, EU, Trust and Foundations).
- Experience working with local partners or financial institutions.
- Exposure to sectors such as financial inclusion, livelihoods, agriculture, education, or refugee programming.
- Interest in progressing into programme or grant management roles.

Values & Ways of Working

- Professional, reliable, and collaborative.
- Proactive and eager to learn.
- Comfortable working in structured, compliance-driven environments.
- Respectful and inclusive in working with colleagues and partners.
- Alignment with Opportunity International's mission and values.



Working at Opportunity International UK

We are a small, committed and ambitious organisation, with a team of 15 colleagues working collaboratively across our UK and Uganda offices. Our team brings together a diverse range of backgrounds, experiences and perspectives, strengthening our thinking, deepening our understanding of the communities we work with, and enabling us to build more effective and inclusive partnerships. We foster a culture where collaboration, mutual respect and transparency underpin how we work together.

Within this, our programmes team is a close-knit team of nine, based in the UK and Uganda offices. We also work closely with other Opportunity support members including [OI US](#), [OI Australia](#) and [OI Germany](#). Much of our implementation is done by [OI AgriFinance](#). Much of your time will be spent liaising with country teams and banking partners as they implement our projects. You will also liaise with other Opportunity teams, such as [Knowledge Management](#).

As a team, we offer a supportive and collaborative environment, where ideas are welcomed, initiative is encouraged and everyone contributes to the ongoing development of our fundraising and communications.

[You can meet members of our Programmes team and explore our website here.](#)

We offer:

- Flexible and hybrid working
- 9-day fortnight compressed hours working pattern
- 28 days annual leave plus Bank Holidays
- 9% pension contribution and life assurance (4 x gross salary)
- Personal development budget
- International travel



How to apply.

Applications should be submitted to Rachel English at renglish@opportunity.org and include:

- A comprehensive CV
- A supporting statement (no more than two pages) summarising why you're applying and how you meet the person specification

Closing Date: 3rd August 2026

First stage interviews: Week commencing 3rd August 2026.

If you would like an informal conversation about the role before applying, we would be delighted to hear from you. Please contact Rachel English, Senior Programmes Manager on renglish@opportunity.org to arrange a time to speak.



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