**JOB DESCRIPTION**

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| **Job title:** | Projects Officer |
| **Reports to:** | Projects Manager |
| **Main job function:** | Working within the Projects department of Barnabas Fund dealing directly with project partners worldwide to process detailed project proposals for funding at Committee level and monitor the use of grants given.  |

Principal responsibilities:

* Communicating with project partners to process project applications for persecuted Christians worldwide
* Responding to initial requests for support from project partners, and working with the Regional Coordinator where appropriate
* Obtaining detailed information and analysis on potential projects to present to the Projects and Disbursements Committee
* Inputting and managing project data onto the AIMS database
* Assist in the maintenance of the AIMS database
* Preparing applications for in-house Projects meetings and the Projects and Disbursements Committee
* Setting up payments of grants to project partners using the AIMs system
* Ensuring receipts and reports from projects are received and actioned, as well as other monitoring of grant usage as required
* Maintaining a catalogue of photographs and resources relating to projects
* Responding to requests for information and analysis from the Projects Manager, International Directors and Editorial team when required
* Other duties as required

March 2021