



**Information Pack for the appointment of
Programmes and Funding Officer
(Full Time, permanent*)**

August 2025

* Further development of the role may occur in early 2026 in line with an organisational strategy review. Part-time hours (0.8 FTE) or a split into two part-time roles (Funding Officer and Programmes Officer) would be considered should suitable candidates emerge.

ORGANISATIONAL OVERVIEW:

The Leprosy Mission Northern Ireland (TLM NI) is a Christian development organisation that works to cure, care for and restore people, families and communities affected by leprosy. As part of a global organisation, we work in 27 countries worldwide and are the largest player in the global fight against leprosy. Our vision is a world where leprosy is defeated, and lives are transformed.

We work with people of all faiths and none to bring about the defeat of leprosy and transformation in the lives of people affected, partnering with the local Christian church and other stakeholders such as our valued supporters and local, national and international governments. Most importantly, we work with people and communities affected by leprosy, giving them a voice so that what we do is always led by them. Leprosy can affect anyone regardless of age, gender, nationality, class or religion. However, its severest impact is on people who are marginalised or living in poverty, and it is these people, often stigmatized and left dealing with disability, that we most seek to serve.

Every 2 minutes someone is diagnosed with leprosy and many go undiagnosed every year. Globally, around 7% of people diagnosed with leprosy are children under the age of 15. Leprosy is not simply an affliction from olden times; it is a 21st century disease, devastating the lives of people across the globe. It is an injustice. We seek to do everything we can so that children can be born into a world without being at risk of leprosy because it is no longer being transmitted; anybody affected by leprosy can enjoy fullness of life; and there is inclusion, and not discrimination, for people affected by leprosy.

Following the example of Jesus Christ, The Leprosy Mission (TLM) strives to bring about transformation; breaking the chains of leprosy, empowering people to attain healing, dignity and life in all its fullness. Because we follow Jesus Christ, we value Compassion, Justice, Integrity, Inclusion, Humility and Collaboration.

Looking Ahead and Moving Forward to See an End to Leprosy

Globally, we have an ambitious targeted goal of breaking leprosy transmission by 2035. This links to our other focus areas: working towards Zero Leprosy Disability and Zero Leprosy Discrimination and increasing our fundraising efforts. TLM NI, alongside other TLM members, is a key player in enabling the achievement of our global goals. As well as investing in TLM activities that will help stop leprosy transmission, we currently partner with 6 countries in Africa and Asia, raising funds and developing partner capacity to provide life-changing healthcare, training and employment

opportunities for people who have been excluded and rejected. We also support advocacy efforts on behalf of people affected by leprosy at a local and global level.

In Northern Ireland we seek to raise awareness, prayer support and funds in support of our global partners to help see an end to leprosy. To effectively play our part to realise our global vision, TLM NI has three Strategic Priorities:

- **ENGAGE:** Increase awareness about this cruel disease
- **ENABLE:** Increase funds that will enable positive transformational change in the lives of those affected by leprosy, and ultimately see an end to the disease in our lifetime
- **EXCEL:** Deliver all our activities to the highest ethical and professional organisational standards

You can read more about our Strategy for Growth 2021-25, *It's Time to Make Leprosy a Thing of the Past* here <https://www.tlm-ni.org/what-we-do/about-us>

TLMNI currently receives funding from the Civil Society Fund, Department of Foreign Affairs (Irish Aid), local trusts and through regular donations from many local supporters. In order to deliver our ambitious goals, we seek to significantly extend our reach and intentionally raise higher amounts of funding support than ever before. The Funding and Programmes Officer is key to achieving a growing level of funds received from Institutional and grant funders as we seek to strategically position ourselves so that our message will be amplified and heard by new audiences who are inspired to partner with us to achieve a leprosy free world.

PURPOSE OF ROLE:

We are seeking a highly motivated, pro-active individual, with proven experience in the development and delivery of project funding proposals, monitoring and evaluation. You will be responsible for the development of partnerships with government and private sector donors, other NGOs and civil society networks, to represent TLMNI and mobilise resources. Once funds are secured, you will then manage a portfolio of TLMNI-funded programmes, supporting the capacity development of overseas partners and ensuring that outputs and outcomes are met within agreed budgets. Working closely with the TLM International and TLM Great Britain Programmes teams, and other TLM Global Fellowship members, you will need to be an excellent team player and cross-cultural communicator.

To excel in this role, you will have a passion for social justice and will have at least two years' work experience in an international development or similar setting and a

degree in a relevant discipline. You will need to have a high degree of organisational, co-ordination, administrative and numerical skills, be able to act on your own initiative, manage multiple projects simultaneously and meet agreed timescales and deadlines. Results will be key as you submit funding proposals which will mobilise resources and manage the successful delivery of project grants to defeat leprosy and transform lives.

The successful applicant will have:

- Excellent verbal and written communication skills with the ability to build and develop relationships internally and externally
- A proven ability to write successful funding applications, project proposals and budgets
- Proven understanding of the project management cycle
- Excellent research, monitoring & evaluation skills
- Excellent numerical skills with high level of accuracy
- A passion for the marginalised and those living in poverty
- Self-motivated with the ability to organise own workload and use initiative
- Great organisational skills and ability to manage multiple projects simultaneously
- Be a committed Christian in sympathy with the vision, mission, values and ethos of The Leprosy Mission
- Ability to inspire, involve and motivate others and to share effectively about the work of The Leprosy Mission and our partners in church and community settings
- Permission to work in the UK

TLM Northern Ireland is an explicitly Christian charity, serving those of all faiths and none. From time to time you will need to share about our work with supporting churches and other Christian partners. In addition, prayer is an important and regular part of our work in the UK and you will also be expected to offer prayer support to our overseas partners. As such, there is an occupational requirement that the successful applicant be a committed Christian.

The Leprosy Mission has a zero-tolerance policy towards any abuse, neglect and exploitation of all people. Safeguarding is everyone's responsibility, and all employees are required to participate in mandatory safeguarding training and act in such a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder will be expected to sign, be familiar with, and comply with all organisational policies, including the Global Safeguarding Code of Conduct and the Global Safeguarding Children & Vulnerable Adults policy. Recruitment to this role will include criminal record checks and the collection of relevant references.

The Funding and Programmes Officer will be expected to undertake overseas travel to fulfil the duties of this role and meet agreed outcomes. All travel will be risk assessed by the TLMNI Board and be in line with organisational policies and procedures.

This role is full time (35 hours per week). Part-time hours (0.8 FTE) or a split into two part-time roles (Funding Officer and Programmes Officer) will be considered should suitable candidates emerge. If part-time, flexibility will be required in order to attend TLM Global meetings and for agreed travel related purposes.

The Leprosy Mission office is based in Lisburn, but we are open to up to 40% of hours being worked remotely.

Completed applications must be returned by **12 noon on Thursday 28th August, 2025**. Applications submitted after this will not be accepted. Initial online interviews TBA. In-person Interviews in Lisburn are provisionally scheduled for **Thursday 4th September, 2025**.

For informal inquiries or further information, please contact Joy Fleming, TLMNI National Director, via email at joy.fleming@tlm-ni.org or telephone 028 9262 9500.

ROLE DESCRIPTION

Key Responsibilities

1. Developing partnerships with government and private sector donors, other NGOs and civil society networks, to represent TLM Northern Ireland and mobilise resources

50%

- Research and screen potential funding opportunities and network with key funders, including Christian grant-making trusts, and major donors as required
- Submit funding applications which successfully generate income to support TLM programmes & projects
- Work with TLM Programmes teams and Global Fellowship field partners, to develop funding applications and project proposals for donors, including those in consortiums with other TLM Member countries and NGOs
- Ensure quality and timely narrative and financial reporting
- Communicate effectively with stakeholders to build TLMNI's profile
- Ensure other TLMNI staff have the programmes information they need (including case study collection, as required) to develop supporter appeals, provide prayer requests and report back to donors
- Work with the National Director and Board on policy development to ensure that all organisational policies are in line with donor requirements
- Work with the National Director to investigate and develop new income streams

2. Managing a portfolio of TLMNI funded programmes and support capacity development of field partners

40%

- Manage a portfolio of programmes/projects funded by institutional and private sector donors and provide regular reports to the National Director on performance against agreed outputs and budget
- Develop MoUs and funding partner agreements and monitor their implementation – including agreeing that criteria for transfer of funds have been met
- Deliver regular online partner review meetings, review documentation and provide feedback to ensure agreed projects are implemented effectively

- Undertake project monitoring visits as required, including visiting local Christian partners and churches as appropriate to offer encouragement and build relationships with TLMNI partner churches
- Monitor project budgets closely, addressing any under/over spends quickly
- Develop and manage good relationships and ensure effective communication with field partners (chiefly other TLM members)
- Manage, deliver and review monitoring & evaluation processes, exit strategies or any recommendations for ongoing continued involvement for all programmes / projects
- Actively collaborate with and, when appropriate, offer prayer support to programmes staff/colleagues across the Leprosy Mission Global Fellowship
- Document and share information and learning with TLMNI staff, Board and the wider TLM Global Fellowship

3. Develop greater understanding among supporters of TLMNI impact, leading to greater engagement in prayer and fundraising

6%

- Collaborate with TLMNI staff to organize supporter meetings (mainly online) for information sharing and prayer for projects TLMNI supports
- Investigate and, if appropriate and feasible, develop opportunities for visits to TLM projects and partner offices that will lead to greater supporter engagement in fundraising
- Lead in liaising with field partners to collect case and impact stories, and provide training on writing case/impact stories as required
- Present the impact of TLMNI-supported work and projects to church and community groups

4. Champion TLMNI's activities on leprosy, other NTDs, disability and inner wellbeing (mental health)

4%

- Engage in national and global level advocacy and NGO networking activities
- Develop strategic partnerships and engage in Umbrella Organisations to represent TLMNI's activities on leprosy and other Neglected Tropical diseases, disability and other related issues

Duties to be undertaken by all members of staff:

- Further the aims and objectives of The Leprosy Mission Northern Ireland.
- Contribute to the development and delivery of TLMNI's Strategic Plan.
- Work effectively across the organisation ensuring that all activity complies with the charity's mission, policies, procedures and all legislation governing charity activity.
- Develop and maintain strong working relationships with other global colleagues, particularly those in the UK and other supporting countries to further TLM's work.
- Effectively use TLM's global intranet (Glasscubes) and communications sharing platforms (Resource Space).
- Understand and be able to communicate The Leprosy Mission's vision and mission in all activities.
- Undertake training/personal development through participation in the organisation's performance review programme.
- Manage relationships with internal/external service providers as appropriate.
- Attend conferences in NI and UK and visit overseas projects (where required and by prior agreement) on behalf of The Leprosy Mission Northern Ireland.
- Ensure accurate records are kept in the charity's database, Etapestry (Blackbaud)
- Provide verbal and written reports to the National Director and Board of Trustees as required.
- Manage one's own learning and contribute to the learning of others.
- Take part in other TLM activities where appropriate.
- Work in a way that respects and upholds the Christian ethos of the charity.
- Prepare well and participate, as appropriate, in all meetings.
- Participate in, and take turns in leading, staff prayers.
- Regularly pray for the work of TLM, locally and globally.
- Undertake any other reasonable tasks as required by the organisation.

This role description is not exhaustive. It acts as a guide and may be amended to meet the changing requirements of the charity at any time, after discussion with the post holder.

Personnel Specification

	Essential	Desirable
Qualifications	A Degree in a relevant discipline (Eg: International Development, Disability, Global Health, Community Development or other)	A Post graduate qualification in International Development, Global Health, International Relations, disability or other related discipline
Experience and Knowledge	<p>Two years experience of working in International Development or similar role</p> <p>Excellent understanding of international development principles & issues and project cycle management</p> <p>A proven track record of developing & submitting successful applications for trust and institutional funding; managing institutional & grant funding and reporting to donors</p> <p>Experience of monitoring and evaluating programmes</p> <p>Experience of databases, Excel, Word, Outlook, PowerPoint</p>	<p>Experience of monitoring and evaluating overseas programmes</p> <p>Understanding and experience of Logframe Analysis</p> <p>Good knowledge of scientific research methodology and the ability to read, assess and synthesize technical literature</p> <p>Knowledge and understanding of Neglected Tropical Diseases and Disability issues, particularly in Africa and Asia</p> <p>Experience of living or working in Africa or Asia</p>

		Experience of strategic and operational planning
Skills	<p>Ability to design projects that meet client needs in a logical and targeted manner</p> <p>Strong project management skills</p> <p>Excellent oral and written communications and presentation skills</p> <p>Excellent numerical & financial skills, with high levels of accuracy and attention to detail</p> <p>Strong analytical skills</p> <p>Good facilitation skills</p> <p>Ability to network and work cross-culturally with sensitivity</p> <p>Ability to work under pressure</p> <p>Self-motivated with proven ability to work on own initiative, and as part of a team</p> <p>Ability to inspire, involve and motivate others</p> <p>Experience of demonstrating initiative and creative problem solving</p>	<p>Ability to speak a language relevant to TLM programme countries (e.g. French, Portuguese or other national languages)</p> <p>Good public speaking skills, with the confidence to present at conferences, run training and engage in international level dialogue</p>
Character/ Other	<p>Active Christian commitment</p> <p>Willingness to uphold and outwork the Vision, Mission, Values and Ethos of The Leprosy Mission Northern Ireland</p> <p>Friendly, personable and relational</p> <p>A team player</p> <p>Self-motivated and hard working</p>	

	<p>Must be practically minded and with a positive 'can do' attitude</p> <p>A passion for the marginalised and those living in poverty</p> <p>An openness to learning</p> <p>Flexibility and willingness to work evenings and weekends and to travel overseas and to other parts of UK and Ireland, as required</p> <p>A full, current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post (eg: attendance at external meetings)</p> <p>Clear/satisfactory Enhanced Access NI check</p>	
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Please note that the short-listing panel reserves the right to apply the desirable criteria, if necessary, to short-list to a manageable number for interview.

Applicants selected for interview will be required to provide proof of identity, proof of right to work in UK and certificates to prove professional qualifications.

Safeguarding

TLM Northern Ireland has a zero-tolerance policy towards any abuse, neglect, and exploitation of all people. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that always safeguards the health and wellbeing of children and vulnerable adults. The postholder must sign, be familiar with, and comply with all TLM organisational policies, including the Global Safeguarding Code of Conduct, the Global Safeguarding Children & Vulnerable Adults Policy, and the Global Safeguarding Children & Vulnerable Adults Procedures. All TLM staff are required to participate in mandatory safeguarding training.

This role has been assessed as having a 'medium' level of safeguarding risk. This is because the role potentially allows for direct or indirect (digitally or through personal confidential information) contact with children or vulnerable adults. TLMNI will put relevant mitigation measures in place in order to lower the level of safeguarding risk. For example, these will include: enhanced recruitment procedures, support from staff with safeguarding expertise, and annual assessment of role-

related safeguarding risks. It is expected that the post holder will collaborate so that these measures can be put in place.

Terms and Conditions of Employment and How to apply

Salary:

- The full-time equivalent salary, based on 35 hours per week, will be up to £37,035* per annum (Point 27, NJC Scale SO2), depending on qualifications and experience **If part-time, salary will be pro-rata*
- Membership of TLM's Defined Contribution Pension Scheme (with 10% Employer contribution)
- Legitimate expenses incurred in the fulfilment of the duties of the post will be reimbursed as per organisational policies and procedures

Type:

- Full-time, permanent (further development of the role may take place in early 2026 in line with an organisational strategy review. Part-time hours (0.8 FTE) or a split into two part-time roles (Funding Officer and Programmes Officer) would be considered should suitable candidates emerge.)
- Office hours: 9am – 5pm, Monday – Friday
- The role will require overseas travel, including to developing countries in Africa and Asia and, on occasion, will require some evening and weekend work. If part-time, flexibility will be required to meet these requirements

Location: Lagan House, 2a Queens Road, Lisburn BT27 4TZ

Reporting to: National Director

Holiday Entitlement: 25 days (full-time) plus statutory holidays
(Annual leave entitlement will be pro-rata)

Closing Date: **Thursday 28th August, 2025 at 12 noon**

Provisional Interview Dates:

Initial online interview: TBA

In-person interview in Lisburn: **Thursday 4th September, 2025**

To apply, please complete an application form which can be downloaded from our website www.tim-ni.org. For informal inquiries or further information, please contact Joy Fleming (National Director) by email joy.fleming@tln-ni.org or telephone 028 9262 9500. Please return your completed application form by email to joy.fleming@tln-ni.org

Please note: applications will not be accepted if received after the closing date.