

Job Title **Project Coordinator – Fightback Fund**
Grade **D**
Reports to **Head of Portfolio Management**
Location **London or New Delhi**

Role Purpose:

The Project Coordinator is responsible for coordinating the reporting, management and compliance requirements associated with the IPPF Fightback Fund (FBF), and assisting with the implementation of Fund projects across several IPPF regions. They will provide project management support across the Fund portfolio, coordinate donor reporting requirements, and support the Head of Portfolio Management and Donor Reporting Global Manager with other tasks related to Fightback Fund reporting and financial oversight as required. They will also draw together information coming from Fightback Fund projects, with a particular focus on planning, risk, compliance and performance data, develop and maintain related data collection systems and processes and provide a continually updated picture of Secretariat Fightback Fund planning and delivery performance.

Context of Role:

The global landscape for Sexual and Reproductive Health and Rights (SRHR) is experiencing a profound contraction in traditional funding. Governments are redirecting resources while anti-rights movements actively undermine investments in SRHR. This erosion of support is more than a financial challenge: it represents a coordinated attack on reproductive rights and the organizations that defend them. The pace of the change has been faster than anyone anticipated. To quicken our step and to bolster our defences, the IPPF Fightback Fund was established as a portfolio of programmes to protect, respond and fight back in the new landscape emerging from the colossal disruption.

The Fightback Fund is supported through a combination of IPPF's core funds and earmarked contributions from several of our Donors. This role will coordinate the management and reporting requirements associated with donor earmarked funds across the Portfolio, and support evidence-based programming and decision-making across Fightback Fund projects.

Deliverables:

- Coordinate donor reporting and financial requirements and funding streams across the FBF components.
- Gather, collate, analyse and present information ensuring that established FBF work plans and activities are delivered consistently and in accordance with the requirements, standards and schedules of the donors contributing to the IPPF Fightback Fund.
- Advise on issues related to non-compliance with information guidelines/requirements and anticipate issues that may affect delivery against IPPF FBF objectives as a result.
- Consolidate and maintain documentation on risk, performance and best practices to support FBF programme improvement activities.
- Populate tracking/reporting platforms; and maintain guidance and resource tools that support FBF programme planning, implementation, changes and enhancements.
- Ensure all FBF-related financial and programme information is accurately gathered, consolidated, and maintained.
- With the support of the Donor Reporting Accountant, produce timely and accurate budget versus actual analysis for all FBF projects, with clear explanations of variances.
- Maintain accurate project timelines in NetSuite, aligned with signed funding agreements.
- Provide effective support for the preparation and processing of funding agreements and purchase orders.
- Work collaboratively with the Donor Reporting team to deliver high-quality financial reporting for the FBF.
- Strengthen QRM reporting by ensuring full, consistent, and high-quality commentary on all FBF items.

- Support Harm Mitigation Grant management including developing funding agreements, reviewing reports and ensuring expenditure is in line with donor requirements.
- Make travel arrangements in line with policies and specific funding donor requirements (flight bookings, hotels, visas and transport arrangements).
- Lead on minute-taking in FBF meetings.
- Undertake contractual and procurement processes for engaging consultants.
- Collate and maintain effective documentation and records on IPPF's SharePoint system.
- Assist in ensuring that all staff adhere to the donor financial regulations and save all necessary documentation and evidence in the programme folders.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Reporting/Management Responsibility:

- None

Expertise:

- Experience working in the global health or international development sectors.
- Experience in project coordination and administration, with preferred experience working on SRHR/FP programmes in developing countries.
- Experience assisting with the management of restricted grants funded by large institutional donors (Governments and Foundations).
- Experience assisting with the management of project budgets.
- A good understanding of restricted donor-funded programmes and financial compliance.
- Experience working in matrix organisations.
- Strong numerical and budgeting proficiency.

Skills:

- Excellent verbal and written communication skills.
- Excellent project management skills.
- Excellent budget management skills.
- Excellent time management skills able to meet tight deadlines.
- Excellent diplomacy and interpersonal skills and the ability to engage with a range of stakeholders.
- High level of organisational skills, planning and time management, with the ability to adapt to changing needs, multitask and meet tight deadlines.
- Fluent English essential. French, Spanish, Arabic and/or Portuguese an advantage.
- Excellent IT skills including Microsoft Word, Outlook, Excel and PowerPoint.

Your Ethos:

- Demonstrates an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of workers' rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.