



Reconnect . Rebuild . Recover

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| Job title: Programmes Officer (Maternity Cover) | |
| Team: Programmes | Location: UK, MENA |
| Contract Length: 12 months (maternity cover)/ part-time (3 days/week) | Salary: |

Background:

Amna envisions a world where refugees have the power to shape their own futures, unbounded by the impact of trauma, conflict and displacement. We are a refugee-led organisation working to expand mental health support and community-led psychosocial services for communities affected by conflict and displacement, giving them the tools to heal, rebuild resilience, and rediscover joy and belonging.

Our approach is simple and evidence-based, developed in partnership with refugees and psychosocial experts. We work globally to fund, train, and empower frontline organisations and humanitarian workers to deliver trauma and identity-informed care to those affected by displacement. By fostering safe spaces for healing and offering creative and cultural tools and practices, we aim to break the cycle of intergenerational trauma and create lasting change.

Since 2016, Amna has directly supported over 76,000 individuals, including children, youth, and adults trained over 3,600 facilitators from 720 organisations across 23 countries to deliver trauma- and identity-informed care. Our programs have indirectly impacted the lives of over 2 million displaced people, helping them find strength and hope in the face of adversity.

At Amna, we believe in the power of community, healing, and hope because every refugee deserves the chance to reclaim their future.

Safeguarding:

The role-holder will have experience working according to ethical and good practice safeguarding principles. They will be expected to adhere to and promote Amna’s Child and Vulnerable Adult Safeguarding Policies as they will be involved and responsible for programmes working with children and vulnerable groups in different settings.

Role purpose:

The Programmes Officer is integral to advancing Amna’s mission by actively contributing to the planning, implementation and oversight of the organisation’s programmes and partnerships. The Programmes Officer will collaborate closely with the programmes team, playing a key role in coordinating activities, engaging with partner organisation's and different stakeholders, and ensuring adherence to timelines and objectives. The role holder will contribute to shaping and amplifying the positive change Amna seeks to achieve, by making a meaningful difference in the lives of those we serve.

The post reports to the Partnerships and Network Manager.

Responsibilities include:

Programme and Partnership Coordination:

- Coordinate internal and external meetings, workshops, and events, including scheduling, logistics, and follow-up.
- Liaise with Amna partner organisations, consultants, and contractors as required to ensure smooth communication and follow-up.
- Support the tracking of programme and partnership progress by maintaining accurate records, capturing relevant data, and preparing timely reports.
- Draft reports and updates tailored to different audiences on Amna's programmes and partnerships.
- Undertake short information gathering and research assignments as required.
- Manage communication with GHN members, including session coordination, registration setup, and follow-up.
- Maintain and regularly update the GHN database and tracking systems.
- Identify and coordinate interpretation and translation needs, including liaison with service providers.
- Support delivery of online and in-person training, including preparation of materials and logistics.
- Ensure compliance with data protection regulations (e.g. UK GDPR) and organisational policies.
- Support the coordination of Amna's due diligence working alongside the Finance Manager and Operations team.

Admin, Logistics, Procurement:

- In coordination with the Operations team to maintain files and reference systems and ensure they are regularly updated to ensure accuracy.
- Support procurement processes, including sourcing quotations, preparing documentation, and tracking approvals.
- Manage travel arrangements for programmes and partners, including itineraries and related requirements.
- Coordinate vendors and service providers to ensure timely delivery of services.
- Support event logistics (venues, catering, training materials, interpretation).
- Maintain documentation, filing systems, and records to ensure accuracy and accessibility.
- Draft correspondence, prepare briefings and presentations, and take meeting minutes as required.
- Support forward planning, document preparation, and proofreading.
- Distribute and track feedback forms and maintain related records.
- Provide ad hoc operational support as required.

Qualifications and Experience:

- Bachelor's degree in a relevant field (e.g. Business Administration, International Development, Project Management, or similar).
- Minimum of 3 years' experience in project management, partnerships, or related roles, preferably within the charity sector.
- Excellent IT proficiency, including Microsoft Office (Word, Excel, Outlook) and familiarity with document management systems (e.g. SharePoint).
- Strong written and verbal communication skills in English, with the ability to convey information clearly and professionally across a range of stakeholders.
- Strong planning and organisational skills, with the ability to manage multiple tasks, prioritise effectively, and meet deadlines in a structured manner.
- High level of attention to detail, with a methodical and accurate approach to work.
- Excellent time management skills and the ability to work under pressure to meet deadlines.
- Demonstrated ability to work independently, use initiative, and solve problems proactively.
- Well-developed time management skills and strong organisational skills.
- Commitment to Amna's mission and values.
- Commitment to diversity and non-discrimination.
- Right to work in the country of residency.

Skills and Behaviors:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Amna values.
- Excellent verbal and written communication skills, including the ability to effectively communicate with internal and external stakeholders.
- Maintains a positive and solution-oriented attitude, even under pressure.
- Demonstrates initiative, professionalism, and a proactive approach to work.
- Flexible approach and ability to adapt to change in a growing organization.
- Strong organisational and coordination skills, with the ability to manage competing priorities.
- Culturally sensitive, with the ability to work effectively across diverse contexts.

Benefits

See our wellbeing strategy through [this](#) link.

Work Location and Environment

This role is a fixed-term, part-time job opportunity, and open to applicants in the UK and MENA region. Amna offers a hybrid working environment to its employees based in London allowing for a blend of remote and in-person work. Please note that the nature of working environment and hybrid schedule may be adjusted as per the organisation's evolving needs.

Remuneration Package

At Amna we are committed to attracting and retaining top talent by offering competitive compensation and benefit packages. We believe in rewarding talent and expertise at a level that corresponds with the local market conditions, ensuring that all our team members are fairly compensated for their skills and contributions.

In compliance with international standards, Amna utilizes a global payroll provider to ensure seamless and efficient compensation processes for our diverse team.

Commitment to Diversity, Equity, and Inclusion

Amna is committed to fostering a diverse and inclusive workplace where all employees are valued, respected, and empowered to contribute their unique perspectives and talents.

As an equal opportunity employer, we do not discriminate on the basis of race, religion, colour, ethnicity, sex, gender, sexual orientation, age, marital status or disabilities status.

Applications are strongly encouraged from people with lived experience as refugees or with second-generation experience.

How to Apply:

If you're excited about this opportunity and feel you have the skills to help support the work we do, we'd love to hear from you. Please submit your CV along with a cover letter explaining your suitability for the role to hr@amna.org by **8th of May 2026**.

For more information on Amna's work please visit our website: www.amna.org

Applications might be reviewed on a rolling basis, so early submission is strongly encouraged.

Only Shortlisted candidates will be contacted.