



Job Description

SPANA (The Society for the Protection of Animals Abroad) is the global charity for the working animals of the world. Since our foundation in 1923, we have worked where they work, to support the welfare of working animals, including horses, donkeys, mules, oxen, dogs and camels. Find out more at www.spana.org.

Vision Our vision is a world where every working animal lives a healthy and valued life.

Mission Our mission is to transform the welfare of working animals in a world where animals, people and the environment are respected and thrive.

Job title:	Programmes Officer
Reports to:	Senior Programmes Manager
Location:	UK based, hybrid working with regular attendance (approximately 1-2 days per month, or more if preferred) in our London office
Terms:	Full-time (34.5 hour per week), permanent
Salary	c £32,000 per annum subject to skills and experience
Benefits	<ul style="list-style-type: none">• 26 days annual leave, plus bank holidays; further leave accrues after two years of service to a maximum of 30 days.• Generous company pension scheme with 10 per cent employer contribution if employee contributes a minimum of five per cent.• Healthcare cash plan with Medicash, including access to virtual GP appointments.• Enhanced employee assistance programme.• Group income protection and life insurance scheme.• Volunteer day programme.

Purpose of the role

The Programmes Quality and Delivery department is a key unit within SPANA's Global Programmes Directorate (GPD). The team ensures effective oversight of the design and delivery of working animal health and welfare interventions in collaboration with a range of national NGO partners across more than 20 countries in Africa, the Middle East, Asia and Central and South America. SPANA is strengthening the GPD to support partners to develop and deliver transformational and sustainable improvements in working animal welfare.

Reporting to a Senior Programmes Manager, the Programmes Officer provides essential grant administration and project management support to a portfolio of partners, ensuring effective oversight across the lifecycle of grants. This involves developing effective working partnerships remotely and identifying risks and issues that need to be escalated. The Programmes Officer works closely with technical colleagues responsible for Monitoring Evaluation Accountability and Learning (MEAL), animal health and welfare, education and behaviour change and the wider organisation (e.g., communications, fundraising, advocacy and policy).

Key responsibilities

Area 1: Programme and grant administration

- Administer grants to animal welfare organisations from application through award, implementation and closeout across diverse geographies.
- Maintain comprehensive records of grant agreements, budgets and reporting schedules in line with international standards.
- Administer the financial and narrative reporting cycle from partners, supporting the submission of good quality reports in a timely manner.
- Maintain accurate and up-to-date programme documentation, including project files, records and reports.
- Contribute to developing and refining global grant management systems and tools.
- Work on additional and ad hoc events and projects as required across SPANA's portfolio.

Area 2: Partnership support

- Contribute to effective partner meetings, ensuring accurate meeting records are made and agreed actions are implemented.
- Assist in organising and coordinating meetings, workshops and other programme-related events.

Area 3: Capacity development support

- Assist the Senior Programmes Managers in planning and delivering capacity-development activities that strengthen partner's ability to manage projects and grant contracts.

Area 4: MEAL

- Work closely with SPANA's MEAL team to ensure that partners are meeting MEAL requirements and delivering as per the workplans.
- Monitor programme progress against established milestones and deliverables in partnership with the MEAL team.
- Track key performance indicators and evaluate programme outcomes.

Area 5: Cross-team and department collaboration

- Maintain effective communication across SPANA teams and departments.
- Prepare regular progress reports, status updates and presentations for internal and external stakeholders.

- Act as the primary liaison for programme-related queries from other SPANA teams.

International travel may be required based on business needs. The frequency and duration of travel will vary depending on project demands and organisational requirements.

In addition, undertake any other duty or responsibility that may reasonably be allocated by management.

Person specification

Knowledge and education

- Undergraduate degree in relevant subject (e.g., animal welfare or international development) or equivalent professional experience.

Experience and skills

- Familiarity with partnership management and collaborative working across organisations.
- Experience of grant administration and project delivery, preferably within a grant-making organisation.
- Ability to manage multiple deliverables and deadlines.
- Excellent written and verbal communication skills, capable of producing complex information in a clear and accessible format.
- High attention to detail and accuracy in documentation and reporting.
- Demonstrable ability to work across multiple programmes and workstreams, and to manage competing priorities effectively.
- Experience in organising events, workshops or programme-related activities.
- Proficiency in Microsoft Office and experience using information management and IT communication platforms.

Personal attributes

- Effective team player with strong interpersonal skills and the ability to build positive relationships.
- Willingness and ability to travel internationally, as required.
- A commitment to SPANA's mission to transform the welfare of working animals.

Desirable criteria

- Working knowledge of French or Arabic.
- Project management qualification.

Applicants must have the right to work in the UK currently and for the duration of the contract.

To apply: Send a CV and cover letter/email (totalling no more than two pages) to recruitment@spana.org. Please state where you saw the role advertised in the body of your email. If you have any questions about the role, please feel free to email us.

We recognise that candidates may choose to use AI in their application documents. We recommend that candidates ensure that their use of AI is considered and that their application documents accurately reflect their skills and experience. Applicants are advised that we do not use AI in our application review process and all applications are independently reviewed

by a minimum of two members of the team. Some interview processes will involve skills assessments which we expect candidates to complete without the use of AI.

Deadline: 23:59 GMT on Sunday, 8 February 2026

All applications will be acknowledged. Unfortunately, once a vacancy has closed we are unable to consider further applications.

Applications without a cover letter/email explaining how you meet the requirements for the role will not be considered.