

ODK JOB DESCRIPTION

Function Title	Partnership Manager (maternity cover)
Placement	Business Development and Partnerships team, International Programme Department. Under the current organigram, the function comprises five Partnership Managers, each carrying a country/regional portfolio together with a thematic focal point leadership.
Purpose of the function	The Partnership Manager consolidates grant management and project oversight within a relationship function to a set of Oxfam country/regional teams, ensuring a partnership-centred approach across the portfolio and throughout the programme lifecycle. This covers Danida's SP3 funding (incl. top-ups), as well as other grants from institutional and philanthropic donors. The function drives quality, depth, and system-level transformation while ensuring effectiveness and compliance. It enables learning, cross-portfolio collaboration and influencing linkages, including joint influencing efforts between partners, Oxfam Denmark, and the wider Oxfam confederation. Anchored in the commitment to localisation and #ShiftThePower, the function prioritises equitable partnership; clarity of roles; and the responsible devolution of resources, decision-making, and leadership to partners, while safeguarding compliance and assurance standards. Alongside, the Partnership Manager will provide a coordination role on gender.
Areas of responsibilities and key tasks	Partnership relationship management • Manage a portfolio of country and/or regional partner relationships with flexibility to reflect portfolio size, complexity, and opportunities • Primary Oxfam Denmark contact for assigned country offices, regional platforms, and partner organisations • Monitor partnership quality and apply / help improve Oxfam Denmark's partnership practices and standards. Grant management and project oversight • Oversee the full lifecycle of assigned grants and projects • Support donor relations, ensuring timely and high-quality reporting

	• Support the progressive transfer of grant management responsibilities to Oxfam counterparts and partners where relevant. Programme quality and MEAL • Ensure programme quality standards and MEAL frameworks are consistently applied across the portfolio • Support learning from within the portfolio accross relevant thematic areas Influencing and advocacy integration • Ensure that influencing strategies are integral to project and partnership design • Connect partner and country-level realities and evidence to Oxfam Denmark's advocacy priorities and external engagement. Thematic contribution: gender • Bring and apply gender expertise developed through prior experience to the assigned portfolio. • Contribute to proposal development and fundraising • The amount of time that this thematic contribution represents is to be managed flexibly in the team planning and in the ongoing individual agreement with the line manager. It will extend to work beyond the assigned portfolio. • Support learning and systematically connecting programme insights to influencing priorities and thematic development Communication and fundraising support • Strengthen communications, public engagement and fundraising by ensuring timely access to programme insights, evidence, stories, expertise, partners and opportunities, and by contributing programme knowledge to cross-organisational initiatives, donor engagement and emergency responses.
Scope of work	There are a number of staff undertaking this function. Portfolios will be organised on a region-based, context-informed basis. Given that approximately 50% of the SP3 budget is allocated to Africa, portfolios are likely to combine countries across two regions to ensure balanced workloads and coherent engagement. The function may evolve over time as the Oxfam Transformation Design advances, the Global Presence Review

	progresses, and partner capacities develop. The scope of grant management responsibilities will be calibrated to these changes. As an HQ-level (Denmark-based) function financed in part under SP3, the role's direct activity costs are documented through time registration and allocated to specific outcomes, in line with Danida's SP3 Annex 2E cost category A.1.a.
Cross-organisational collaboration	• The Advisors in the Accompaniment and Influencing team, to mobilise differentiated technical accompaniment and advisory support for the assigned portfolio. • The Business Development Advisors, to ensure strong linkages between business development, fundraising, and proposal development. • Finance Business Partners (Controllers) in Operations, to ensure coherent financial oversight and compliance management • The Programme Quality and MEAL Advisor, to ensure consistent quality standards, MEAL practice, and learning across the portfolio. • PAD and ComFun, to enable coherent influencing, communications, and public engagement connected to the assigned portfolio. • Oxfam International country offices, regional platforms, and partner affiliates, as the primary Oxfam Denmark relationship contact. • The Partnership Manager operates within a "collaborate across boundaries" culture, and may be part of ad hoc task teams for short or long periods, working across departments to advance shared objectives. • The Partnership Manager represent Oxfam Denmark in relevant Oxfam International forums (including the Country Strategy Forum) and engages in other relevant groupings.
Qualifications	Professional qualifications and competencies • Degree in international development, sociology, political science, or a related discipline • Substantial experience in international programme management, including grant management, project oversight, and donor relations in an international development or humanitarian context. • Demonstrated experience in partnership management — including with civil society organisations, Oxfam affiliates, or equivalent — with a strong commitment to equitable partnership practice.

	• Proven ability to manage complex portfolios across multiple countries and funding sources simultaneously, including under pressure and with limited direct oversight. • Solid understanding of compliance, risk management, and financial oversight in an institutional funding context. • Demonstrable knowledge of and experience in gender, influencing and advocacy and how to embed them in programme design and link programme evidence to policy engagement. Personal qualities • Strong relationship-building, communication, and interpersonal skills, including across cultural and organisational contexts. • Structured with an eye both for detail and for the whole picture, with the ability to manage multiple workstreams without losing sight of strategic purpose. • Collaborative and adaptive, with a clear commitment to working across boundaries and to build shared purpose. • Ability and willingness to contribute to all aspects of the ODK work community, i.e. the task related, the professional, the organisational and the collegial work community. • Commitment to feminist, rights-based, and decolonial principles and to Oxfam Denmark's #ShiftThePower and Local Leadership Strategy commitments.
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