

Programme Manager

Job Description

Working hours: Part-time, 3 days a week

Duration: 1 year [with option of renewal]

Location: Stockport/Manchester [office]

Reporting to: CEO

Responsible for: Project officers / coordinators & field staff

Salary: Pro rata £27,000 [FT equivalent]

Experience: minimum 5 years

About Doctors Worldwide:

Doctors Worldwide is a UK based charity involved with providing medical assistance to those in need around the world. Underpinned by the values of *Integrity, Excellence* and *Collaboration*, our operational platform works on the basis of empowering communities to promote and strengthen healthcare by means of teaching, training support and skills exchange, developing long-term strategies and partnerships to develop low cost impactful solutions, as well as responding to emergencies through collaboration.

Purpose of the Role:

We are looking for an experienced, diligent and versatile Programme Manager who can design and deliver quality healthcare programmes overseas and in humanitarian emergency settings, whilst also providing strong operational management and programmatic compliance and oversight. The Programme Manager will work alongside project officers and coordinators to deliver Doctors Worldwide programmes including supporting in-country staff, building and managing stakeholder relationships, and strengthening and improving existing programmes. The Programme Manager will need to be flexible and work well under pressure, with the ability to think and act strategically, as well as build positive relationships with effective outcomes with various stakeholders at all levels. Knowledge and experience of quality MEAL designing and impact is required. This role involves travelling and staying in countries overseas for short periods several times a year, depending on project activities.

Responsibilities:

- To design, build and implement effective and impactful healthcare programmes.
- Implementing all areas of programme compliance and accountability including risk and mitigation.
- Managing and working with project officers and coordinators to develop and run projects.

- Ensuring all projects and programmes are running effectively and on time.
- Supporting and providing guidance to project officers and coordinators to carry out their tasks through a mentoring approach.
- Overseeing field staff where required and ensuring compliance, including achieving project objectives.
- Working on proposal development and programme management of humanitarian funding.
- Building strategic and effective partnerships with key institutional organisations and donors such as WHO, DFID and ECHO, as well as with humanitarian actors present in the field.
- Leading or participating in conducting need assessments and humanitarian coordination.
- Facilitating training and overseeing creation of training materials.
- Supporting fundraising, recruitment and procurement.
- Managing staff and volunteers on deployment when required.

This job description is subject to a 6-monthly review and alterations may be required to reflect the changing needs of the organisation and the landscape within which Doctors Worldwide operates in.

Person Specification:

Candidates will be required to demonstrate evidence of the essential criteria from the person specification in the cover letter and interview.

| Programme Manager, Doctors Worldwide | Essential | Desirable |
|---|------------------|------------------|
| <i>Character</i> | | |
| ● Self-disciplined | X | |
| ● Integrity | X | |
| ● Proactive nature, self-driven | X | |
| ● Professional and friendly attitude | X | |
| ● Responsible and considerate | X | |
| ● Maintain confidentiality at all times | x | |
| <i>Experience</i> | | |
| ● Experience of designing and running successful development / humanitarian programmes [long or short term] | X | |
| ● Strong project/grant management experience of institutionally funded, multi-country programmes | X | |
| ● Strong understanding of M&E and organisational effectiveness including M&E methodologies and M&E systems | X | |
| ● Field experience in designing and implementing projects and programmes | X | |
| ● Experience of programme oversight and compliance | X | |
| ● Experience of collaboration with local partners and organisation | X | |
| ● Experience in leading or participating in needs assessment | X | |
| ● Experience in coordination | X | |
| ● Experience building strategic partnerships with donors and humanitarian actors | X | |
| ● Experience in winning funding from major humanitarian donors | X | |
| ● Experience of preparing quality narrative and financial reports for institutional donors or grants | X | |
| ● Experience organising and managing volunteers | X | |

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|---|---|----------|
| <p><i>Skills & Abilities</i></p> <ul style="list-style-type: none"> ● Ability to think and act strategically when designing and running programmes, and from an organisational perspective ● Ability to leverage and work alongside experienced medical/non-medical staff to design and implement quality health care programmes ● Negotiation and positive relationship building skills ● Demonstrable problem solving and analytical skills ● Working with key standards and practice such as Sphere and other guidelines ● Ability to interpret and analyse complex information from a range of sources and present in a detailed and accurate way ● Ability to advocate and embrace change when change is required ● Managing and developing staff ● Excellent interpersonal skills with ability to network and establish links and partnerships with all relevant stakeholders ● Ability to work creatively and proactively and use own initiative ● Project management skills at all levels including budgeting, monitoring, evaluation etc ● Numerical ability to analyse financial information, budget and monitor costs ● Strong organisational and time management skills with the ability to plan and prioritise a diverse workload ● High attention to detail ● Excellent Information Technology skills ● Excellent communication in the English language | <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> | |
| <p><i>Knowledge</i></p> <ul style="list-style-type: none"> ● Sound understanding of a collaborative and local approach when developing and implementing programmes ● Knowledge of standards and practice for programme effectiveness and impact ● Knowledge of global health and health care programmes ● Sound knowledge of a variety of donor rules, financial control procedures and risk management ● Understanding of project planning and implementation | <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> | <p>X</p> |
| <p><i>Commitment</i></p> <ul style="list-style-type: none"> ● Willingness to travel around the UK and internationally ● Passionate and motivated about humanitarian work ● Enthusiastic and flexible work ethic, with willingness to work beyond expected duties in order to achieve organisational objectives, and adopt a holistic approach to role within the organisation ● Understanding of international development and health contexts | <p>X</p> <p>X</p> <p>X</p> | <p>X</p> |

To apply for this post, please email your CV with a covering letter [8,000 words maximum] demonstrating your suitability to the post and explaining how you meet the person specification to info@doctorsworldwide.org

Application closing date: 9.00am on Monday 14th January 2019