

## **Programme Manager**

### **Job Description**

**Working hours:** Full time

**Duration:** 1 year [with option of renewal]

**Location:** Stockport/Manchester [office] & international [role remit]

**Reporting to:** CEO

**Responsible for:** Project officers / co-ordinators & field staff

**Salary:** £27,000

#### **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 health care / medical programmes both in long term health care settings and in emergency humanitarian settings, whilst also providing strong operational management and programmatic compliance/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 building positive relationships with various stakeholders at all levels. Knowledge and experience of quality MEAL designing and impact is required.

#### **Responsibilities:**

- To design, build and implement effective and impactful health / medical programmes.
- Implementing all areas of programme compliance and accountability including risk and mitigation.
- Managing and working with project officers/coordinators to develop and run projects.
- Ensuring all projects and programmes are running effectively and on time.

- Supporting and providing guidance to project officers/co-ordinators 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 donors such as DFID and ECHO but also 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.
- Manage staff on deployment when required

**Person Specification:**

<b>Programme Manager, Doctors Worldwide</b>	<b>Essential</b>	<b>Desirable</b>
<p><i>Character</i></p> <ul style="list-style-type: none"> <li>● Self-disciplined</li> <li>● Integrity</li> <li>● Proactive nature, self-driven</li> <li>● Professional and friendly attitude</li> <li>● Responsible and considerate</li> <li>● Maintain confidentiality at all times</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>x</p>	
<p><i>Experience</i></p> <ul style="list-style-type: none"> <li>● Experience of designing and running successful development programmes [long or short term]</li> <li>● Experience of running successful humanitarian programmes [general or health care specific]</li> <li>● Field experience in designing and implementing projects and programmes</li> <li>● Experience of programme oversight and compliance</li> <li>● Experience of collaboration with local partners and organisation</li> <li>● Experience in leading or participating in needs assessment</li> <li>● Experience in coordination</li> <li>● Experience building strategic partnerships with donors and humanitarian actors</li> <li>● Experience in winning funding from major humanitarian donors</li> <li>● Experience organising and managing volunteers</li> </ul>	<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>Skills</i></p> <ul style="list-style-type: none"> <li>● Ability to think and act strategically when designing and running programmes</li> <li>● Ability to leverage and work alongside experienced medical/non-medical staff to design and implement quality health care programmes</li> <li>● Demonstratable problem solving and analytical skills</li> <li>● Working with key standards and practice such as SPHERE and other guidelines</li> <li>● Managing and developing staff</li> <li>● Excellent interpersonal skills with ability to network and establish links and partnerships with all relevant stakeholders</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

<ul style="list-style-type: none"> <li>● Ability to work creatively and proactively and use own initiative</li> <li>● Project management skills at all levels including budgeting, monitoring, evaluation etc</li> <li>● Strong organisational and time management skills with the ability to plan and prioritise a diverse workload</li> <li>● High attention to detail</li> <li>● Excellent Information Technology skills</li> <li>● Excellent communication in the English language</li> </ul>	<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"> <li>● Sound understanding of a collaborative and local approach when developing and implementing programmes</li> <li>● Knowledge of standards and practice for programme effectiveness and impact</li> <li>● Knowledge of global health and health care programmes</li> <li>● Understanding of project planning and implementation</li> </ul>	<p>X</p> <p>X</p>	
<p><i>Commitment</i></p> <ul style="list-style-type: none"> <li>● Willingness to travel around the UK and internationally</li> <li>● Passionate and motivated about humanitarian work</li> <li>● Enthusiastic and flexible work ethic, with willingness to work beyond expected duties in order to achieve organisational objectives, and adopt a holistic approach to their role within the organisation.</li> <li>● Understanding of international development and health contexts</li> </ul>	<p>X</p> <p>X</p> <p>X</p>	

To apply for this post, please email your CV with a covering letter [4 pages maximum] demonstrating your suitability to the post and explaining how you meet the person specification to [info@doctorsworldwide.org](mailto:info@doctorsworldwide.org)

**Application closing date: 1st April 2019 at 9am**