

Project Manager

Job Description

Working hours: Full time, immediate start

Duration: 1 year [with option of renewal]

Location: Stockport/Manchester office once COVID safely allows, with 1 day working from home option

Reporting to: Programme Manager or CEO

Responsible for: Medical volunteers, project officers

Salary: £27,000-£30,000

We will be interviewing suitable candidates as the applications come in. We recommend you apply immediately to be considered. Doctors Worldwide reserves the right to close applications before the deadline if a suitable candidate is found before then. Final submission deadline is midnight Tuesday 9th February 2021.

About Doctors Worldwide:

Doctors Worldwide is a specialist medical charity based in the UK with a mission to support and collaborate with local communities and NGOs to build and sustain quality healthcare services in both development and emergency settings. 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. Most of our work is involved in long-term strategies and partnerships to develop local healthcare provision, mainly in the areas of primary and maternal care. Over the last 19 years we have delivered over 95 medical projects, responded to 13 humanitarian crises and worked in 25 different countries. Access to quality healthcare is not a privilege, it is a human right, and we work towards making that a reality, especially for the most vulnerable communities. To find out more visit: www.doctorsworldwide.org.

Purpose of the Role:

We are looking for an experienced, diligent and hands-on Project Manager who can design and deliver quality international healthcare and humanitarian projects both in long term healthcare settings and emergency humanitarian settings. The Project Manager will work alongside local partners, project officers and coordinators to deliver Doctors Worldwide projects including supporting in-country staff, building and managing stakeholder relationships, and strengthening and improving existing projects. The Project 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. Based in the UK office in Stockport, the individual will need to demonstrate a high level of integrity, have good people skills, and be flexible with excellent attention to detail. An understanding of how to work with local NGOs

and communities, coupled with a logical approach and strong organisational skills are essential and applicants are requested to demonstrate this in their cover letter and CV.

Responsibilities:

- To design, build and implement effective and impactful health / medical programmes including ongoing management and oversight.
- Implementing all areas of project 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.
- Supporting DWW on proposal development for humanitarian funding as/when required.
- Building strategic and effective partnerships with key institutional donors/stakeholders and 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:

Character

- Integrity
- Self-disciplined
- Proactive nature, solution-driven
- Able to maintain confidentiality at all times

Experience

- Minimum 3 years' experience of running projects
- Experience in designing and/or implementing projects and programmes as part of a team
- Experience of project oversight and compliance
- Experience in working and collaborating with stakeholders
- Experience organising and managing volunteers [desirable but not essential]

Skills

- Excellent project administrative skills
- Ability to think and work logically with a logical approach when managing projects
- Demonstratable problem solving and analytical skills

- Ability to work creatively and proactively and use own initiative
- Project management skills
- 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
- Ability to leverage and work alongside experienced medical/non-medical staff to implement quality healthcare projects

Knowledge

- Knowledge of standards and practice for project effectiveness and impact
- Knowledge of global health and/or healthcare projects
- Knowledge of the humanitarian sector and projects
- Understanding of project planning and implementation

Commitment

- 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 work hours and duties in order to achieve organisational objectives, and adopt a holistic approach to their role within the organisation.
- Understanding of international development and/or health contexts

To apply for this post, please email a CV and a supporting letter [3 pages maximum] demonstrating your suitability to the post and explaining why you are applying and how you meet the person specification to info@doctorsworldwide.org.

Please note that we will not be considering applications without a supporting letter demonstrating role suitability.

Unfortunately we are unable to support relocation applications or visas for non UK residents.