

Job description

Job title	Programme Manager
Department	Programme Management
Location	London, UK
Reporting to	Senior Programme Manager
Responsible for	Assistant Programme Manager / Team Administrator (TBC)
Liaison with	Programme Management Team, Management Services Team and Technical Team in London and based regionally; overseas programme team across eight countries, Finance and Admin Team, Kenya
Hours	Full-time, 35 hours per week
Type of contract	1-year fixed-term contract with possibility for extension
Organisation	
<p>Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of Marie Stopes International. We manage health programmes that ensure vulnerable women and children can access the high-quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. This includes governments, development partners, NGOs, civil society and health workers. Our programming is flexible, evidence-based and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last.</p>	
Programme: WISH2ACTION	
<p>DFID's Women's Integrated Sexual Health (WISH) programme (WISH2ACTION) will provide approximately £132m to deliver integrated sexual and reproductive health and rights (SRHR) services in 13 countries in Africa and 3 in Asia. The WISH programme builds on previous successful initiatives supported by DFID and others to expand sexual and reproductive health care services and support countries which have made FP2020 commitments to achieve them. The programme is expected to ensure that women are able to safely plan their pregnancies and improve their sexual and reproductive health (SRH), particularly the young and marginalized.</p> <p>The programme will increase access to family planning (FP) and integrated sexual and reproductive health services for women, men and young people across Africa and Asia through a combination of: (i) rights-based provision of private sector sexual and reproductive health information and services, and strengthening of public sector health information and services; (ii) addressing barriers to family planning uptake at individual, interpersonal, community and institutional level; and (iii) improving policies, government financing and commodity security to create an enabling environment for family planning and sexual and reproductive health and rights. The programme is led by International Planned Parenthood Federation (IPPF).</p> <p>As a sub-contractor on the WISH programme, Options is leading the National Ownership and Sustainability component across seven implementing countries, led by the Kenya office. Options' approach to country ownership is to support governments to prioritise SRHR in domestic financing, and to develop and implement evidence-based policies and plans to meet commitments that create an enabling environment for SRH/FP and address the unmet need for SRH/FP, particularly among the poor, youth under 20, and people with disability.</p>	
Main purpose of job	

As Programme Manager you are responsible for the effective and efficient programme management of the Options component of a large DFID-funded multi-country programme. Options is delivering work in seven countries, with a regional technical team based in Kenya and support teams in London. This is a challenging and complex programme, requiring a Programme Manager with experience in managing multi-country programmes, excellent budget management skills, and ideally with strong knowledge of DFID contracts. You will be a self-starter, able to critically analyse information and present this in a way that supports strategic decision making.

You will work closely with senior members of the programme team and other Options' team members to ensure that all work is carried out to a high standard and to support the development of the organisation as a whole. You will be a confident Programme Manager, knowing when to problem solve and when to escalate risks to senior team members. You will be a respected colleague in your field, ensuring coordination and collaboration across the organisation for the effective delivery of the programme.

You will report to the Senior Programme Manager, and will be based in Options' offices in central London, with some overseas travel, pending travel restrictions due to COVID-19 pandemic.

Main duties

1. Programme Management

- Manage the Options sub-contract of the WISH2ACTION programme, ensuring adherence to Options project cycle management approach and donor guidelines;
- Work closely with the Team Leader, Senior Technical Support and Senior Programme Manager to contribute to the strategic planning and monitoring of the programme, resolving issues and initiating corrective action as appropriate;
- Proactively oversee the tracking of programme deliverables ensuring they meet appropriate levels of quality, are on time and within budget, in accordance with the project plan;
- Management of programme budgets, monitoring the expenditures and costs against delivered and realised milestones as the project progresses;
- Internal and external financial reporting, including invoicing and expenditure tracking and variance analysis;
- Supporting the Assistant Programme Manager to organise short term consultant inputs including preparation of terms of reference (TORs), sourcing, negotiating, drafting contracts briefing and managing consultants.
- Lead liaison with subcontractors, including preparation of TORs, contracts and budgets and ongoing management of their inputs and deliverables;
- Liaise with the client, implementing agencies and other relevant individuals and organisations as required and ensure excellent relations are maintained;
- Provide excellent programme management support across the portfolio of seven country programmes, liaising with the senior leadership in each country;
- Maintain and manage an assessment of risks to the programme's successful outcome;
- Produce programme delivery update sheets showing programme progress and lead the preparation and presentation of other reporting requirements;
- In liaison with the Team Leader and Senior Technical Support, define programme tasks and resource requirements, including developing programme work plans and supporting the design and implementation of effective technical assistance strategies;
- Working closely with Human Resources team to support the contractual arrangements for long-term programme staff and provide them with ongoing programme management support;
- Supervise programme administration, travel and logistics at the national and international level.
- Manage and support effective communication and cooperation among partners, subcontractors and colleagues;
- Management of Options UK based, or international staff as required;
- Represent Options and the programme in various fora as needed.

2. Liaison with other Options teams

- Work with the Finance Team, based in the UK, on all aspects of financial management related to overseas programmes and assignments, and contribute to the monthly management accounts, annual audit and budgeting process, and regular budgeting and re-forecasting;
- Work with the New Business and Partnerships team, based in the UK, to support on the development of specific proposals, including technical and financial inputs, as required;
- Contribute to knowledge management within Options, highlighting key developments within programmes that can be communicated and shared;
- Working with country-based teams, supporting management of and ensuring effective communication with colleagues and partners who are based abroad;
- Keep the senior management team informed about the progress of the programmes and potential risks on a regular basis.

3. Other responsibilities

- In the spirit of teamwork, provide flexible support to colleagues across all Options Teams as required;
- Contribute to the development of team tools/sharing best practice within the team/organisation;
- Assist in building and maintaining Options' portfolio of consultants;
- Cover for colleagues in their absence;
- Take online management responsibility as required. These will include, but not limited to, conducting ongoing performance management of team members, including annual appraisals and leading and / or supporting the recruitment process for new team members.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:

Date:

Person specification

Criteria	Essential	Desirable
Qualifications		
Masters or equivalent experience in relevant subject area	✓	
Experience		
Significant experience of working in international development at Programme Management level	✓	
Extensive experience of the development and implementation of programmes	✓	
Experience in people management and management of teams		✓
Experience in distance management of relations between a head office and an internationally based team	✓	
Experience of managing large, complex donor-funded programmes, ideally with knowledge of DFID	✓	
Experience in strategic planning		✓
Experience working in developing countries	✓	
Experience of close working relationships with partners and consortia	✓	
Experience of contracts and contracting	✓	
Experience of networking to build successful relationships with potential clients, collaborators and consultants		✓
Experience in fundraising/business development		✓
Skills and attributes		
Excellent financial management skills	✓	
Ability to work on a wide range of projects and other issues simultaneously	✓	
Self-starter, can work independently or as part of a team	✓	
Critical thinking and problem-solving skills	✓	
Ability to plan and manage work in a highly organised way	✓	
Excellent communicator both in writing and verbally	✓	
Good negotiation skills	✓	
Flexible attitude to work and ability to work in challenging working environments	✓	
Sensitive to other cultures	✓	
Knowledge of a spread of international donors, including DFID	✓	

Knowledge of the Health sector and international development issues	✓	
Other requirements		
Pro-choice	✓	
Commitment to equal opportunities	✓	
Fluency in written and spoken English	✓	
Applicants must have the right to live and to work in the UK	✓	
Ability to travel internationally for up to three weeks at a time, pending travel restrictions.	✓	