

### Job description

<b>Job title</b>	Programme Delivery Officer
<b>Department</b>	Programmes
<b>Location</b>	UK or Kenya or Nigeria
<b>Post holder</b>	Vacant
<b>Reporting to</b>	Head of Programmes Resource Unit
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Options UK-based and International Programme Staff
<b>Hours</b>	Full-time, 35 hours per week
<b>Salary</b>	£34,000 – £38,000 <i>for all other locations, the role will be banded within national context + benefits.</i>
<b>Type of contract</b>	Permanent
<b>Organisation</b>	
<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>	
<b>Main purpose of job</b>	
<p>The Programme Delivery Officer will be focussed on providing support at the programme management level to Options large and small programmes, to ensure adherence to high quality programme management. The role will be responsible for developing and integrating appropriate tools and systems that are aligned with Options approach to project cycle management. For smaller strategic projects, the role will also provide direct programme management support. The role has four areas of responsibilities:</p> <ul style="list-style-type: none"> <li>• Support the Programme Delivery Advisors in implementing the Options project cycle management approach. Provide support and guidance to programme management colleagues across a range of programme management areas as required</li> <li>• Be the Programme Manager on Options small strategic projects that will be led and managed from the UK. When needed, be the start-up Programme Manager for larger programmes, handing over to the programme team once recruited</li> <li>• Supporting business development, working closely with New Business and Partnerships Department , providing programme management inputs to proposal, concept notes and material for external dissemination.</li> <li>• Cross-organisational support, working closely with departments and management and admin teams to strengthen operational delivery</li> </ul> <p>The role will be situated within the Programmes' Resource Unit of the Programmes Department.</p>	

*Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided*

## **Main duties**

### **Support in implementing Options project cycle management approach to facilitate high quality programme delivery and performance improvement**

- Working closely with the Programme Delivery Advisor and Head of Programmes Resource Unit, support the rollout and uptake of Options project cycle management approach
- Provide technical programme management training and coaching to Programme Managers as needed.
- Where required, work closely with the Team Leaders / Deputy Team Leaders to oversee the implementation of programme processes ensuring alignment with Options quality standards.
- Lead on ensuring the programme management (PM) toolkit is fit for purpose, accessible and utilised across Options portfolio, supporting high quality programme management
- Trial and test tools, adjusting where needed, to ensure they are applicable to the programme and context and support in standardising programme management
- Support on reviewing existing grant management tools, templates and approaches, refining and updating where needed
- Continue to review and streamline the toolkit where possible;
- Manage the PCM toolkit resource listing, being the point person for Programme Managers to liaise with on the toolkit;
- Work closely with finance, HR and legal colleagues to ensure the toolkit is comprehensive, up-to-date and compliant with Options policies and donor requirements.

### **Direct support as Programme / Project Manager**

- Manage a portfolio of short-term projects or assignments, or longer-term small projects, ensuring compliance with the project cycle management approach at Options;
- Work closely with the technical lead on the project, to contribute to the strategic planning and costing of the project, developing robust and implementable workplans;
- Track project deliverables, supporting the technical lead and project staff to ensure they meet the required level of quality, are on time and within budget, in accordance with the project plan;
- Management of project budgets, monitoring the expenditure, cost and profit. Providing reports and analysis to the technical lead to enable effective decision making in resource allocation to realise the objectives of the project;
- As agreed with the technical lead and Head of Programmes Resource Unit, responsible for internal reporting requirements such as programme delivery reports, variance analysis etc;
- Lead on external reporting requirements such as invoicing, project financial forecasting and costed work planning, ensuring compliance with contract;
- Organise short term consultant inputs including preparation of TORs, sourcing, negotiation, drafting contracts, briefing and management consultants;
- Lead liaison with subcontractors, including preparation of TORs, contracts and budgets and ongoing management of their inputs and deliverables;
- Liaise with clients, implementing agencies and other relevant individuals and organisations as required and ensure excellent relations are maintained;
- Maintain and manage an assessment of risks to the programme's successful outcome;
- Supervise programme administration, travel and logistics;
- Manage and support effective communication and cooperation among partners, subcontractors and colleagues.
- Be start-up Programme Manager on larger programmes, handing over to the programmes team once onboarded.

### Support to business development

- Work with the New Business and Partnerships Department to support development of bids for new projects and programmes, including support in the design of programme management arrangements, team design and sourcing of experts, and proposal budgets;
- Support in developing consortium partners roles and responsibilities;
- Provide inputs on operational management and delivery.

### Cross-organisational support

- Contribute to knowledge management within the Programmes Department, drawing lessons from programmes and projects in relation to effective programme management;
- Support the Programme Department to track and monitor progress against the company annual plan;
- Provide backstopping support to colleagues during periods of leave.

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.

<b>Signed by:</b>	<b>Date:</b>
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### Person specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Relevant post-graduate qualification or equivalent knowledge gained from professional experience	✓	
<b>Experience</b>		
Significant experience of programme management, ideally within the international development sector, either in country or from head office	✓	
Relevant experience of working in a project and programme environment.	✓	
Extensive experience of the development and implementation of programmes within the health sector		✓
Proven experience in planning, budgeting and programme control, risk management and change management	✓	
Experience of managing large, complex donor-funded budgets	✓	
Experience of successful working relationships with partners and consortia members	✓	
Experience of contracts and contracting	✓	
Experience of delivering at pace and maintain effective performance in difficult, time-limited and challenging circumstances	✓	
Experience in distance management of relations between a head office and an internationally based team	✓	
		✓

<p>Experience of networking to build successful relationships with potential clients, collaborators and consultants</p> <p>Experience in fundraising / business development</p>		✓
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<b>Skills and attributes</b>		
Strong critical analysis and problem-solving skills	✓	
Excellent financial management, programme budgeting and management skills, supported by strong skills in Microsoft Excel	✓	
Ability to plan and manage work in a highly organised way, able to be flexible and adaptive to programme needs, working well under high pressure	✓	
Excellent knowledge and use of programme management and grant management tools, systems and approaches and able to apply these in a standardised way across a broad portfolio of projects	✓	✓
Working knowledge of grant management software		
Works systematically to ensure processes and systems are appropriate for the programme and context, identifying opportunities for improvements and efficiency gains	✓	
Close attention to detail to ensure high quality work	✓	
Willingness to support, to engage and to escalate - in sometimes challenging circumstances.	✓	
An appetite for sharing best practice, building capability and celebrating success	✓	
Self-starter and problem solver with strong ability to work both independently and as part of a team	✓	
Knowledge about the international development having worked with a variety of donors, including FCDO	✓	
Excellent communication skills in person, in writing and through use of social media	✓	
	✓	

Culturally sensitive, able to adapt working style as needed		
<b>Other requirements</b>		
Commitment to equal opportunities	✓	
A commitment to Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights including being pro-choice	✓	
Fluency in written and spoken English	✓	
Fluency in written and spoken French		✓
Ability to travel internationally for up to 2 weeks at a time	✓	