

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	Finance, Human Resources (HR), Legal and Compliance, Business Development, Technical and Overseas Teams
Hours	Full time, 35 hours per week
Type of Contract	Fixed-term contract until January 2022
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>	
Background	
<p>Adolescent girls are twice as likely to have an unmet need for contraception compared to women in their twenties, putting them at increased risk of unintended pregnancy. They are also more likely to face age-related stigma and barriers to accessing sexual and reproductive health services, as well as lack of information and agency, increasing the risk that they delay seeking services.</p> <p>There are still gaps in our knowledge and understanding of effective adolescent health programming, especially at scale, and there are very few sexual and reproductive health services that have been tailored to adolescents. We need to explore new approaches and to implement promising ones, such as engaging the private sector to reach adolescents and providing complementary and coordinated interventions.</p>	
Programme: Safire - Supporting Access for Adolescents to Integrated SRH Services	
<p>The Supporting Access for Adolescents to Integrated Sexual Reproductive Health (SRH) Services (Safire) Programme aims to reduce unsafe abortion rates within existing legal frameworks by linking girls to acceptable services. Options Consultancy Services is the consortium lead for the programme, working in partnership with consortium members and local civil society organisations (CSOs), who are key Implementing Partners (IPs). Taking a Human Centred Design approach, the programme:</p> <ul style="list-style-type: none"> • Ensures girls are able to access quality comprehensive sexual and reproductive services, including through referral networks and support to CSOs. • Fosters and supports a community-based movement to shift social norms and build girls' agency, though mobilising both ICT platforms and interpersonal networks. • Builds the capacity of local organisations to reduce unsafe abortion rates. <p>The programme, which started in 2018 and will run until early 2022, uses in-depth research and analysis to generate insights into girls' pathways to unsafe abortion and access to contraceptives. Using these insights, the programme tests social marketing approaches, the use of digital and mobile platforms and other</p>	

outreach strategies. A Monitoring, Evaluation and Learning (MEL) system, including tools for routine and periodic monitoring, has been developed.

Main purpose of job

As a Programme Manager, you will be responsible for the effective and efficient management of the Safire programme.

This will entail: i) playing a coordination role between the Safire implementation teams in Kenya and Nigeria and the Options headquarter departments, such as finances, human resources, legal and compliance, technical teams and the programme management team, ii) working with various external stakeholders, and iii) ensuring that workplans, budgets, reports and contracts are completed following Options and client's requirements, at high quality and on time.

The role is operational in nature and will entail significant engagement with programme finances and contractual due diligence processes.

Main duties

Programme Management

- Be a member of the Safire Senior Management Team (SMT), contributing to high-level programmatic direction and decision-making from an operational perspective;
- Periodically consolidate workplans, budgets and financial reports from various programme partners for submission to clients;
- Undertake and support financial variance analysis, contributing to discussions around programme performance and cost-effectiveness of interventions;
- Support the process of establishing a methodology to determine the cost per services in the programme;
- Support and organise programme staff recruitment and induction processes;
- Provide overall support to consortium management, working closely with the SMT and the Country Lead to align technical and operational needs;
- Work closely with the Senior Programme Manager (SPM) to contribute to the strategic planning and monitoring of the Safire programme, resolving issues and initiating corrective actions as appropriate;
- Track project deliverables ensuring they meet appropriate levels of quality, are on time and within budget, in accordance with the project plan;
- Management of project budgets, monitoring the expenditures and costs against delivered and realised milestones as the project progress;
- Internal and external financial reporting, including invoicing and expenditure tracking and variance analysis;
- Organise short term consultant inputs including preparation of Terms of Reference, sourcing, negotiating, drafting contracts briefing and managing consultants;
- Lead liaison between the Legal department and Country Leads on partners' contracting, including quality assuring TORs, contracts and budgets. Support Country Leads to manage sub-contractors' 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 in close collaboration with the Deputy Team Leader and Country Leads;
- Produce programme update sheets showing project progress for Programme Delivery Group meetings and lead the preparation and presentation of other reporting requirements;
- Supervise programme administration, travel and logistics;
- Represent Options and the programmes in various fora as needed.

Liaison with other Options teams

- Work with the finance team on all aspects of financial management related to the programme, contribute to the monthly management accounts, annual audit and budgeting processes;

- Work with the Business Development team to support on the development of specific proposals, including technical and financial inputs;
- Work with in-country teams, supporting management of and ensuring effective communication with colleagues and partners who are based abroad;
- Work with the Legal and HR departments on all aspects of partners, suppliers and human resources' contracting and management;
- Keep the senior management team informed about the progress of the programmes and potential risks on a regular basis.

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, providing capacity building and support to team members, as needed. Assist in building and maintaining Options' portfolio of consultants.
- Taking minutes of various programme meetings.
- Cover for colleagues in their absence.
- Take on line management responsibility as required.

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:
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Person specification

Criteria	Essential	Desirable
Qualifications		
Masters 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 budgets	✓	
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		
Prochoice	✓	
Commitment to equal opportunities	✓	
Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.	✓	
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.	✓	