

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Girls Education Challenge Programme Manager
Department	Policy and Programmes
Unit	Development Programmes Unit
Grade	2
Salary	£47,324 per annum
Contract type	Full time (34.5 hours per week), Fixed term contract until 31 March 2021
Reporting to	Senior Manager: Strategic Programmes
Responsible for	UK M&E Specialist (line management), UK M&E Officer (reporting in via M&E Specialist), Sierra Leone Team Leader (matrix management), UK Grants Finance Accountant (matrix management)

Overview of Department

Plan International UK is an independent development and humanitarian charity that advances children's rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it's girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for 80 years, and are now active in more than 70 countries. By 2022 we want to help 100 million girls learn, lead, decide and thrive.

The 65-person Policy and Programmes Directorate supports these aims by ensuring that Plan International UK delivers the highest quality policy and programmes. This is an exciting time to join as we implement a range of ambitious plans designed to make us 'the' best among our peers. We want to be known for our expertise in girl's rights and youth, highly-competitive in Education, Economic Security, Child Protection, Sexual Reproductive Health and Rights (SRHR) and Water, Sanitation and Hygiene (WASH), and be seen as an ambitious, quickly expanding player in the humanitarian space. We constantly enhance programme quality and effectiveness, raise income from institutional donors (like the British Government), and drive change through setting and influencing policy agendas.

Job Purpose

Plan International UK implemented a successful Girls Education Challenge (Phase 1) programme in Sierra Leone from 2013 to 2017. On behalf of DFID, the Fund Manager awarded further funding to Plan International UK for a follow on £12.25M Girls Education Challenge (Transition) programme, from May 2017 to March 2021, with the inception phase now complete and implementation underway. The project is implemented by Plan International Sierra Leone, FAWE, ActionAid and Humanity & Inclusion, with Open University also providing technical support from the UK level.

This role will:

- Provide overall management oversight of a complex multimillion pound institutional donor funded girls education programme in Sierra Leone.
- Facilitate effective consortium partner working relationships and programmatic learning.
- Represent the consortium at UK and international levels.

This post will involve some overseas travel (estimated up to 25%).

Key Deliverables	Key Activities
Programme Coordination	<ul style="list-style-type: none"> • Coordinate a multi-agency consortium for the delivery of a complex multimillion pound institutional donor funded development programme, with overall responsibility for achievement of targets. • Establish and maintain clear contractual arrangements between Plan International UK and partner organisations with agreed operational, administrative and reporting requirements. • Coordinate the writing and submission of regular narrative and financial reports to the donor. • Provide regular reports to the UK Project Board as required. • Identify the need for and coordinate input from MEL and quality assurance advisory partners to country operations teams. • Ensure that the programme achieves and can document value for money. • Ensure cross learning among the relevant sectoral programmes of the consortium members.
Stakeholder Coordination	<ul style="list-style-type: none"> • Establish effective working relationships with the Team Leader and in-country team. • Mediate between Plan International UK and all UK consortium partners to maintain consistent delivery standards and good working relationships across projects. • Ensure good relationships and regular, structured communications with the Fund Management team through for instance review and modification meetings and budget revision processes. • Represent the consortium in general meetings with the donor and with other consortia funded under the same funding cycle.
Programme Learning and Communication	<ul style="list-style-type: none"> • Ensure that effective use is made of learning from programme monitoring and evaluation to strengthen programme delivery and inform wider practice in relation to Plan International UK's work. • Coordinate the development of publications for internal and external knowledge sharing. • Identify emerging issues of complex grant management and document best practices.

Staff Management	<ul style="list-style-type: none"> • Oversee work planning and reviewing achievements against objectives for direct reports. • Input to the performance management of Team Leader (who is line managed by the Plan International Sierra Leone Country Director, with a dotted line to this post).
Other responsibilities	<ul style="list-style-type: none"> • Be aware of and operate within relevant policies and approaches, including Child Safeguarding, Child-Centred Community Development and Gender Mainstreaming. • Undertake other reasonable tasks as requested by the Head of Development Programmes.

General	<ul style="list-style-type: none"> • Ensure that all activities undertaken on behalf of Plan International UK, internally or externally, are in line with the overall aims of the organisation and with policies and procedures • Participate in training and other activities as requested
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Awareness and Representation	<ul style="list-style-type: none"> • Commitment to Plan's position on promoting children's rights and gender equality, and integrating this into all aspects of work • Commitment to child safeguarding and to being confident and competent in meeting safeguarding responsibilities
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Level of Child Protection Responsibility	High - commitment to uphold to child safeguarding guidelines at all times, and ensuring all stakeholders are aware of their obligations.
Level of Budgetary Responsibility	High - post has responsibility for allocation and oversight of a multi-million-pound strategic budget on behalf of the organisation.

This is not intended to be an exhaustive list. Your job description may be subject to change.

Date Created	February 2018
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PLAN INTERNATIONAL UK PERSON SPECIFICATION

PERSONAL COMPETENCIES

Competency Title	The successful candidate will be able to....
Communicating with all stakeholders	<ul style="list-style-type: none"> • Use a high level of communication skills, both written and verbal, in technical areas to foster partnerships, motivate others and support advocacy objectives.
Working effectively and efficiently	<ul style="list-style-type: none"> • Manage partner organisations using highly developed negotiation skills. • Use resources in a cost effective manner. • Be results focused. • Work on own initiative with a flexible attitude to work. <ul style="list-style-type: none"> • Be able to manage a wide and varied workload, using strong organisational skills.
Demonstrating Plan values	<ul style="list-style-type: none"> • Keep up to date with key sectoral issues to be able to spot new opportunities and new learning • Inspire others to consistently seek innovative work methods and continuous improvement.

RELEVANT EXPERIENCE

The successful candidate will have experience of

Effective management of large and complex projects, preferably across several countries, preferably in the education sector.

Coordinating a large consortium grant from a major institutional donor.

Successfully managing complex relationships with a variety of internal and external stakeholders, including providing management and advice from a distance.

Coordinating technical support and advice to programme staff, ideally in the education sector.

Generation and effective use of programme learning to improve practice and to support advocacy and communications.

Working in developing countries

SPECIFIC SKILLS AND KNOWLEDGE	
The successful candidate will have the ability to....	The successful candidate will have knowledge of....
Demonstrate an awareness of child safeguarding issues	Current development thinking and debates in relation to international development.
Foster strong working relationships across teams and offices, with staff from different cultures, levels of seniority and technical disciplines.	Monitoring and evaluation processes and current debates around aid effectiveness.
Provide effective financial oversight of and evidence of value for money of a large multi-country budget.	Education support, particularly girls' education, school accountability, disability and inclusion (preferable).
Become familiar in a short space of time with effective programming and good practice across different sectors.	Educated to Masters level or with equivalent experience in a development-related field