

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Programme Management Specialist (Job Share)
Department	Policy and Programmes Department
Unit	Development Programmes Unit
Grade	3
Salary	£40,573 per annum pro rata
Contract type	Fixed term contract until December 2020, part time (2.5 days per week)
Reporting to	DPU Programme Manager

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 its 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.

Sitting within the Policy and Programmes Directorate, the 30 person Development Programmes Unit (DPU) is the hub for impactful long-term development programming in Plan International UK. DPU teams work in close collaboration with Plan International Country Offices to design high quality projects and to raise the funds from institutional donors needed to implement them. DPU teams then oversee the management of grants and contracts awarded, ensuring quality delivery, effective programme monitoring and evaluation, donor compliance and effective learning.

Job Purpose

Working closely with Country and Regional Offices, the role will manage the effective delivery of a portfolio of defined projects as assigned by the Programme Manager. This portfolio is subject to change depending upon project lifecycles and support requirements of donors, country offices and the Policy and Programmes department. Specifically, the role will:

- Support the effective delivery of all project activities by building the capacity and skills of programme country office staff to effectively manage and report on institutionally funded projects;
- Facilitate effective consortium partner working relationships and programmatic learning
- Provide information and analysis to staff in London on projects and participate in regional processes as appropriate;
- Build and maintain strong relationships with, and represent Plan to institutional donors within the UK and in Country Offices as appropriate;
- The position will require occasional travel.

Key Deliverables	Key Activities
Manage a portfolio of projects funded by institutional donors	<ul style="list-style-type: none"> • Support Country Offices in delivering projects and help to ensure these are gender sensitive or transformative • Support preparation of high-quality narrative and financial reports • Establish clear contractual arrangements with country offices in line with agreed operational, financial and reporting requirements • Monitor and evaluate project progress against targets including baseline, mid-term and final evaluations activities • Carry out regular monitoring and support visits • Coach and support key project staff to effectively implement projects in country and facilitate any identified training • Ensure compliance with all donor contractual requirements, keeping up to date on key changes • Liaise with technical advisors at both UK and country level to coordinate the appropriate provision of technical support
Stakeholder Coordination	<ul style="list-style-type: none"> • Establish effective working relationships with key project staff at Country Office level within project portfolio • Mediate between Plan International UK and consortium partners to maintain consistent delivery standards and good working relationships across projects • Represent Plan effectively at all times maintaining awareness of Plan's work, speaking knowledgeably and enthusiastically • Represent Plan to institutional donor representatives in order to build and maintain these relationships
Programme Learning and Communication	<ul style="list-style-type: none"> • Ensure that effective use is made of learning from project monitoring and evaluation to strengthen project delivery and inform wider practice
Other Responsibilities	<ul style="list-style-type: none"> • Keep up to date with the major issues and solutions pertaining to alleviating poverty in developing countries • Undertake other tasks as requested by line manager

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	Medium - has responsibility for ensuring Child Safeguarding procedures and policies are adhered to
Level of Budgetary Responsibility	Medium - has delegated and/or functional responsibility of budgetary control for assigned projects

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

Date Created	November 2019
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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"> • Communicate to a high standard both verbally and written, with the ability to adapt styles to meet the needs of different audiences both tactfully and diplomatically • Negotiate effectively with donors, partners and Country Offices; confidence in networking and liaising with senior donor staff • Motivate and influence others
Working effectively and efficiently	<ul style="list-style-type: none"> • Work on own initiative with flexible attitude to work, able to work accurately and efficiently to changing deadlines and targets whilst managing a wide and varied workload, using strong organisational skills • Develop and review budgets and financial reports • Keep up to date on key development issues
Demonstrating Plan values	<ul style="list-style-type: none"> • Be an enthusiastic and efficient member of the team and build and maintain good relationships with team members

RELEVANT EXPERIENCE

The successful candidate will have experience of

Proven project management experience (including financial oversight), with responsibility for sizeable development projects with institutional donors (DFID and/or EU experience essential), preferably in a consortium management context

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

Effectively communicating messages and viewpoints to different audiences in both informal and formal settings

Effective representation and institutional donor liaison

Ideally, child rights and gender equality programming

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

Demonstrable experience of working/volunteering overseas in a developing country on international development projects would be an advantage

SPECIFIC SKILLS AND KNOWLEDGE

The successful candidate will have the ability to....	The successful candidate will have knowledge of....
Coach key members of staff in Country Offices in best practices of project implementation at a distance	Development issues demonstrated by a relevant degree-level qualification (knowledge of child rights programming and gender equality particularly desirable), or equivalent experience
Facilitate project implementation workshops and training in Country Offices for project teams and partners	Donor environments and contractual requirements/priorities, particularly the DFID, the EU and UN
Design and manage budgets and resolve financial issues	Gender sensitive and transformative programming approaches that advance girls' and women's rights
Demonstrate an awareness of child protection issues	Participatory and gender sensitive approaches to monitoring and evaluation