

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	WASH Results Programme Manager
Department and Unit	Programmes, Programme and Partnership Development
Grade	2
Salary	c. £45,000 per annum
Contract type	Full time (34.5 hours per week), fixed term contract from 1 March 2017 to 31 March 2021
Reporting to	Head of Programme and Partnership Development
Responsible for	M&E Specialist, WASH Programme Officer, M&E Officer

Overview of Department

Plan International UK is one of Plan International's 21 national offices which support development programmes in 50 countries in Africa, Asia and the Americas. Our new strategy focuses our child-centred community development approach on child protection, education, economic security, sexual and reproductive health, and children's rights. In pursuit of these aims we aim to deepen our disaster risk management capacity, build our ability to bid for large grants and tenders, refresh our sponsorship and diversify individual giving, and build further support for our work in the UK.

The Programmes Department supports these aims by ensuring that Plan International UK has the coherent, relevant and innovative programme needed to realise Plan International's mission. More widely, the Programmes Department supports Plan International's global programmes and promotes awareness of Plan International's work by working across the organisation to share lessons learned, support the development of policy and advocacy positions, contribute towards publications, and by presenting Plan International's programme work to a range of audiences.

Sitting within the Programmes department, the Programme and Partnership Development (PPD) unit supports Country Offices by helping them to design high quality programmes, and by raising the funds from institutional donors needed to implement them. PPD then oversees management of grants and contracts awarded, ensuring donor compliance, effective programme monitoring and evaluation, quality delivery and effective learning.

Job Purpose

- To provide overall management of a multi-country, multi-million-pound DFID-funded WASH project.
- To facilitate effective working relationships amongst consortium partners.
- To represent the consortium at UK and international level.

Plan International is one of 3 lead suppliers on the £100m DFID WASH Results Fund. Plan International's South Asia WASH Results Programme (SAWRP) is a £25 million project in Bangladesh and Pakistan with over 7 million beneficiaries. Plan International is leading a consortium with WaterAid, Unilever and WSUP as implementing partners and WEDC and IPSOS Mori as technical and M&E advisors. The objective of the programme is to increase access to sustainable water and sanitation facilities including the promotion of hygienic household toilets, as well as the practice of hand washing with soap, by men, women and children in poor rural communities. SAWRP employs a finance mechanism following principles of 'Payment by Results' whereby Plan International receives payment only following independent verification of results.

The SAWRP Programme Manager will provide overall management of the programme. S/he will be responsible for coordination of the project activities in order to ensure the efficient and effective delivery of the programme and reporting to the donor in line with the project contract. The postholder will work closely with consortium partners and represent the consortium at UK and international level to all stakeholders, including the project steering committee.

Key Accountabilities	Key Elements
Programme Management	<ul style="list-style-type: none"> • Oversee delivery of the South Asia WASH Results Programme, with overall responsibility for tracking and ensuring rigorous reporting of output and outcome targets, coordinating remedial action where needed. • Establish and maintain clear contractual arrangements with DFID, consortium partners and suppliers (in HQs and relevant country programmes) with agreed operational, administrative and reporting requirements, updating existing contracts where appropriate. • Provide reports to DFID and the Steering Committee and donors on the project as required. • Together with relevant SAWRP M&E staff and advisory partners, lead on the establishment, maintenance, learning and communication of SAWRP monitoring, verification and evaluation systems. • Ensure that the programme achieves and can document value for money.
Stakeholder Coordination	<ul style="list-style-type: none"> • Maintain working relationship with the Heads of Consortium Coordination Units and the Country Directors in the project operation countries (Bangladesh and Pakistan), ensuring that responsibilities and reporting are respected across the consortium and risk elevated to relevant stakeholders appropriately. • Manage overall relationships between consortium partners to maintain positive partnership relationships and ensure consistent delivery standards. • Represent the SAWRP consortium in meetings with DFID, their independent verifier and, where relevant, other WASH Results Fund suppliers.
Programme Learning and Communication	<ul style="list-style-type: none"> • Together with relevant partners, develop a programme learning agenda and coordinate regular learning/reflection initiatives for staff overseas and in the UK. • Ensure that effective use is made of learning from programme monitoring and evaluation to strengthen programme delivery and inform wider practice in relation to work with WASH and adolescent girls. • Coordinate the development of publications for internal and external knowledge sharing. • Identify emerging issues around commercial contracting and payment by results, document best practices and inform organisational learning processes and policy formulation as relevant.
Staff Management	<ul style="list-style-type: none"> • Lead on programme planning, and reviewing achievements against objectives for direct reports. • Input to the performance management of the Heads of Consortium Coordination Units through liaison with the Country Directors.
General	<ul style="list-style-type: none"> • Liaise with and build effective relationships with other staff in the Programme Department and other Plan departments, ensuring coherent planning and information sharing • Participate in training and other activities as requested by the organisation • Provide inputs to relevant internal reports, e.g., Board and Annual reports.

	<ul style="list-style-type: none"> • Be aware of and operate within relevant Plan policies and approaches, including Child Protection, Child-Centred Community Development and Gender Mainstreaming. • Undertake other tasks and projects as requested by the Head of Programme and Partnership Development. • This post will involve overseas travel (estimated 25%).
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Key Deliverables	<p>Ensure the delivery of the DFID-funded South Asia WASH Results Programme through:</p> <ul style="list-style-type: none"> • Ensuring rigorous tracking and reporting of output and outcome targets, coordinating remedial action where needed. • The production and maintenance of a monitoring, verification and evaluation framework for the programme which is compliant with donor and independent verifier requirements. • Establish and maintain effective working relationships with consortium partners.
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Level of Child Protection Responsibility	High - Commitment to uphold to Child Protection 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.
Key Working Contacts	Plan: Head of Programme and Partnership Development Unit, Head of Consortium Coordination Unit and Country Director in countries of operation, WASH Technical Advisor, Grants Finance Accountant. External: DfID representatives and consortium partner staff

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

Date Created	January 2017
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PLAN INTERNATIONAL UK PERSON SPECIFICATION

Job Title	SAWRP Programme Manager
Department	Programmes
Unit (if appropriate)	Programme and Partnership Development

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 and motivate others. • Be able to motivate, influence and persuade others. • Form constructive working relationships, including with people from diverse cultural backgrounds and within a multinational team; demonstrate flexibility and problem solving skills in the face of unexpected challenges.
Working effectively and efficiently	<ul style="list-style-type: none"> • Work enthusiastically as part of a team and form effective and constructive working relationships across the whole organisation and wider networks. • Work on their own initiative with a flexible attitude to work. • Manage a wide and varied workload, using strong organisational skills. • Take a proactive and flexible approach to maintaining and developing own knowledge and skill base. • Share information on best use of resources and suggest ways of improving this for the benefit of the broader organisation.
Demonstrating Plan values	<ul style="list-style-type: none"> • Be self-motivated, work accurately and efficiently to deadlines and targets managing a wide and varied workload • Demonstrate awareness of quality standards and take steps to improve service delivery, including value for money. • Contribute to the development and maintenance of high standards of service to others. • Assist the Programme Department in meeting organisational objectives.

RELEVANT EXPERIENCE

The successful candidate will have experience of

Extensive programme management experience, with responsibility for large budgets, preferably in the area of WASH

Extensive experience of coordinating a large consortium grant from a major institutional donor, preferably DFID

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

Effective management of large and complex projects

Coordinating technical support and advice to programme staff

Generation and effective use of programme learning to improve practice and to support advocacy and communications
Working in developing countries, preferably South Asia, and be willing to travel extensively

SPECIFIC SKILLS AND KNOWLEDGE	
The successful candidate will have the ability to....	The successful candidate will have knowledge of....
Foster strong working relationships across teams and offices, with staff from different cultures, levels of seniority and technical disciplines	Child-centred community development approaches, and preferably of CLTS programming.
Provide effective financial oversight of and evidence of value for money of a large multi-country budget	Monitoring and evaluation processes and current debates around aid effectiveness
	Current development thinking and debates in relation to international development and the WASH sector in particular
	Educated to Masters level or equivalent in WASH, engineering, business or another development-related field, or equivalent experience

Date Created	January 2017
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