



Linking local priorities to global challenges

Programme Manager

Job details

Group	Climate Change
Reports to	Principal Researcher, Public Policy and Drylands Team
Responsible for	Senior Coordinators and Coordinators, Climate Change Group
Purpose of job	<p>To provide overall managerial support to the development and smooth running of the Public Policy and Drylands Team and partner organisations within the programme.</p> <p>To provide project management capacity and expertise for the team and projects to ensure the successful completion of work activities and the smooth functioning of IIED systems.</p> <p>To facilitate strengthening of strategic and existing partnerships and capacity building of partners.</p> <p>To support the organisational development of partner organisation(s) within the programme.</p> <p>To act as the deputy for the Team Leader.</p>
Main contacts	<p>Internal: Team / project leaders; Group Director; Group Manager; team coordinators; Group Accountant, HR Manager, Operations Team, Core Services, coordinators and core group (COG)</p> <p>External: Team/project partners, consultants, collaborators, donors and targeted audiences; the general public</p>
Contract type	Fixed term (maternity cover)
Duration	12 months
Hours	Part time – 21 hours per week (3 days)
Location	Central London
Grade and salary	Grade 3 (£46,178 to £50,868 pro rata) depending on experience, plus benefits

Context

IIED is a policy and action research organisation. We promote sustainable development to improve livelihoods and protect the environments on which these livelihoods are built. We specialise in linking local priorities to global challenges. IIED is based in London and works in Africa, Asia, Latin America, the Middle East and the Pacific, with some of the world's most vulnerable people. We work with them to strengthen their voice in the decision-making arenas that affect them — from village councils to international conventions.

This role is based in the Climate Change Group.

Main responsibilities

1. Team / project budget and financial management (40% of time)

- Develop or build on existing systems for the allocation, management and reporting of resources to optimise their use and ensure IIED and donor requirements are met.
- Create and manage multi-year complex budgets and supervise maintenance and monitoring undertaken by team / project colleagues. This includes:
 - Monitoring income and spending on team and project resources, collating evidence and acting as an interface between the Team / project leaders, the Finance Group and other colleagues.
 - Oversight of finances under the Team's portfolio that are led by other Senior Coordinators in the group.
 - Monitoring team / project financial position as needed, identifying issues, highlighting the main factors indicative of the financial health of the team / project and making recommendations with regard to quality control.
 - Develop systems for the allocation, management and reporting of resources to optimise their use and ensure IIED and donor requirements are met.
- Prepare decisions for the Team/Project on the allocation and management of financial resources and make informed decisions using agreed criteria for sums below approved thresholds.
- Provide instructions and guidance for effecting decisions made by Team / project Leader or Finance and prepare internal communication for the Team / project as needed.

2. Leadership, management and coordination (35% of time)

- Oversee the delivery of an effective project management function for the team, ensuring an effective system is in place for keeping track of contract milestones, maintaining good relationships with partners at the local level, delivery on reporting requirements.
- Plan, organise and oversee the smooth running of work activities and operations of project portfolio in collaboration with Team Leader and researchers with the support of the Team coordinators.
- Ensure supporting systems and processes for internal communications, quality control, knowledge management, M&E, risk management, etc are developed consistently with, and effectively contribute to, wider institute solutions and frameworks.
- Ensure rules for procurement applied to own team and across projects consistently follow the institutional policy, standards and donor requirements.
- Assist with identifying recruitment needs for existing and new projects and with preparing recruitment strategies and plans in liaison with Group, Team and HR colleagues.
- Line manage and supervise the G4 coordinators in the team.
- Deputise for the Team Leader at internal or external meetings as required.
- Manage personal administrative tasks related to own work.

3. Business Development and Fundraising (10% of time)

- Oversee the preparation of team's concepts, bids and proposals and inputs into proposals across teams when necessary working collaboratively with the Business Development Team.
- Lead on the administrative and financial matters related to the preparation of large and multi-strand proposals, ensuring compliance with internal processes and external requirements.
- Manage the proposal submission process.

- Take a lead role in monitoring compliance with donor contracts. Prepare, or delegate to others the preparation of, subcontracts, as appropriate.
- 4. Strategy (5% of time)**
- Assist team leader and other researchers with building, developing and implementing specialist strategies and functions such as: business development, capacity building, communications, compliance, fundraising, knowledge management, organisational learning, monitoring and evaluation (M&E), organisational development, partnerships, procurement, project management, quality control, strategic planning, etc.
 - Design and deliver training, expert advice, capacity building and support to colleagues and partners to enable the successful implementation of these strategies.
- 5. Monitoring and evaluation (5% of time)**
- Participate in project reviews and planning workshops and assist Team / project leaders in preparing any relevant documentation as needed.
 - Lead on distilling lessons learned, information and analyses on completed projects to feed into the Team's project cycle and IIED knowledge management and organisational learning strategies.
 - Lead on the production of annual Learning and Impact Framework and narrative documents for donor reporting.
- 6. Contribution to institutional life (5% of time)**
- Coordinate team response to feedback, requests or consultations from other areas of IIED.
 - Act as the liaison between the team / project and IIED Core Services.
 - Participate in organisation-wide projects, initiatives or working groups for the development, implementation and improvement of systems and business operations.
 - Participate in group and IIED-wide strategic meetings as required.
 - Be an active member of the coordinators and core group (COG).

This job description defines the level of responsibility and areas of involvement of the post; the details of the duties may change over time and do not form part of the contract between IIED and the post holder.

Person specification

Skills and experience

	Essential	Desirable
Qualifications	Relevant postgraduate degree, or a relevant degree and formal training qualification	Project management advanced training or qualification.
Knowledge	Understanding of the thematic issues, actors and institutions related to the work of the team or the focus of the project(s) Understanding of internal communication.	
Experience	Excellent knowledge of office software (word processing, spreadsheets, presentation software, databases and communications) Substantial professional experience in similar or related roles. Experience with M&E systems and tools Proven experience of working with multiple and diverse teams, including senior staff, coordinating and monitoring the delivery of strategic goals and objectives Proven project management experience in relevant areas of work	Knowledge of project management and/or financial specialised software packages.
Skills	Ability to develop and manage relationships with various partners, donors, stakeholders and audiences at different levels and internationally. Very good oral and written communication skills: Fluency in English to convey complex messages in a clear, concise and effective manner to different audiences. High level of analytical, synthesis and problem-solving skills Diplomatic skills Organisational skills: Ability to prioritise work effectively for self and others. Ability to balance conflicting demands and tight deadlines without close supervision. Management skills: <u>People</u> : ability to support, develop and maintain diverse teams; to coordinate, supervise and develop others. Commitment to mentoring and team working. <u>Budgets</u> : direct experience of creating and maintaining complex budgets. Ability to interpret financial information and to manage and monitor budgets.	Working knowledge of another relevant widely-spoken language. Hands-on experience of working in developing countries. Experience of working in an international context. Direct experience of managing whole organisational units Coaching and mentoring experience. <u>M&E</u> : experience of designing M&E and quality control systems for groups, projects and teams.

Behavioural competencies

Competency	Description	Level required
Communicating with impact	The ability to influence, negotiate, build awareness and create credibility with others through the use of clear and effective communication	2
Delivering excellence	A concern for delivering high quality work and improving performance. Consistently looks for ways to add value to colleagues, partners and stakeholders	2
Developing others	Invests time and energy in fostering the long-term learning and development of others. This can involve the provision of practical advice, support, feedback or training to support development	2
Empathy	An ability and desire to understand individuals, how they feel, their thinking and what drives their behaviour	2
Flexible thinking	The ability to understand and appreciate issues from a wide range of perspectives and adapt one's thinking and approach based on this understanding	2
Information seeking	A curiosity to find out more about people, concepts and issues. Asks questions to clarify understanding, conducts research or scans the environment for information that may be of future use	2
Initiative	Thinks ahead and takes decisive action to make the most of opportunities and avoid future issues	2
Integrity and commitment	Demonstrates a commitment to the values of IIED and acts in the best interest of the organisation and its partners / stakeholders	2
Leading others	Leads own team and the wider organisation, through providing clarity, energy, decisiveness and long-term direction	2
Understanding contexts	An ability to understand the organisational, political and cultural context within IIED and across other organisations / political bodies	2
Working collaboratively	A desire to work cooperatively with others to maximise the effectiveness of IIED, build knowledge and understanding and minimise duplication of effort	2