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| Job Title: Senior Programme Manager | Responsible to: Head of Entrepreneurship | Responsible for: n/a |
| Location: London | Salary: £36,000-£41,000 PA | Term: Permanent |
| <p>Team Purpose: To lead the development and delivery of high impact programmes for women entrepreneurs in low and middle income countries with partners.</p> | | |
| <p>Job Purpose: To lead the programme design and delivery of entrepreneurship projects delivered through partners in low and middle income countries. Includes potential to lead on both inclusion and enterprise development projects.</p> <p>The role will also support activity to build the profile of the Foundation’s programme work with donors, partners and other stakeholders as relevant.</p> <p>You will work proactively with colleagues in the Programme department and beyond to promote the sharing and integration of programmatic activities as well as effective use of staff capacity, promotion of shared accountability, effective management, and production of high-quality work.</p> | | |
| <p>KEY RESPONSIBILITIES:</p> <p>Programme delivery</p> <ul style="list-style-type: none"> • Manage the delivery of entrepreneurship projects in line with the Foundation’s strategy and policies • Ensure project delivery is on track against work plans and budgets and escalate any concerns about delivery to the Head of Entrepreneurship as appropriate • Provide oversight to the delivery of projects’ activities by partner organisations, ensuring that partners have sound plans and budgets in place to deliver effectively • Manage contractor/consultant relationships (e.g. setting terms of reference, selecting vendors, managing performance) relevant to the projects. • Identify issues that need to be resolved during projects and facilitate resolutions. • Provide internal project status reports and updates to the Head of Entrepreneurship and other staff as relevant. • Identify risks likely to impact on project delivery and ensure appropriate mitigations are in place • Produce timely and accurate reporting to donors. • Task manage the Programme Officer and other staff where appropriate to provide support to project delivery <p>Budget management and financial reporting</p> <ul style="list-style-type: none"> • Provide oversight to project budgets and ensure sound processes in place for tracking and reporting on expenditure, supported by the Director of Finance and Corporate Services and the Finance and Corporate Services Manager • Highlight any variances in expenditure to the Head of Entrepreneurship and agree corrective actions as necessary • Review partner financial reports and provide feedback, ensuring that partners are maintaining adequate financial oversight of their projects • Ensure partners are aware of donor conditions and that all donor conditions regarding procurement, expenditure and financial reporting are passed on to partners via their agreements • Ensure payments and invoices for projects are processed on a timely basis • Work with the Finance and Corporate Services Manager to produce donor financial reports | | |

Monitoring, Evaluation and Learning

- Ensure projects have monitoring, evaluation and learning (MEL) frameworks in place, that these include indicators and the collection of evidence to support the organisational MEL framework, and the resources required to deliver key MEL outputs such as baseline reports and evaluations are in place
- With support from the Monitoring, Evaluation and Learning Manager, provide support to partners as needed to carry out MEL activities
- Manage external consultants or other organisations contracted to deliver specific MEL outputs for individual projects
- Ensure that learning from projects is shared with others in the Entrepreneurship team and wider Foundation to support future programme development

Programme development and design

- Play a leading role in the development of new projects in enterprise development and inclusion, including development of fundraising proposals in coordination with the Partnerships department
- Work with partner organisations where appropriate to develop new projects and programmes
- Contribute to shaping new approaches within enterprise development and inclusion programming, using experience from existing projects
- Where relevant, develop networks externally to help inform the Foundation's own programming approaches and create new partnership opportunities
- As directed by the Head of Entrepreneurship, work closely with the Partnerships department to develop concept notes and proposals for donors, ensuring these reflect solid programme design principles
- Ensure new projects reflect MEL and lessons learned from previous and existing work

Other Responsibilities

- Keep up to date on the latest emerging trends in women's entrepreneurship development and identify how these trends could be applicable to the projects.
- Work to protect and enhance the reputation of the Foundation, seeking opportunities to expand and promote awareness of the Foundation's work.
- Represent the work of the team at external meetings, networks and events as needed.
- Ensuring all people are treated with respect, compassion, justice and trust in the course of their work, thereby promoting the Foundation's core values.
- Be familiar with and adhere to the Foundation's policies and procedures.
- Deputise for the Head of Entrepreneurship if required
- Other responsibilities may be added in line with experience and programme requirements

This job description is not an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

Essential Criteria:

- At least four years' programme management experience, ideally managing programmes to improve women's economic empowerment
- Excellent project management skills and experience working with project management tools (work plans, budgets etc.)
- Experience managing partnerships and work delivered by partners, preferably in an international development context
- Experience managing budgets with a good level of financial literacy and a sound understanding of basic financial processes
- Strong skills in programme design and proposal development and preparing documents for a donor audience
- Working knowledge of monitoring, evaluation and learning processes and the ability to apply these as a programme / project manager

- Proven experience in building effective relationships with a wide range of stakeholders and to develop partnerships with different kinds of organisation
- Ability to manage multiple diverse projects and prioritise workload.
- Good knowledge and understanding of issues related to women's economic empowerment and more broadly on the issues around gender and development
- Excellent team-working and cross-team working skills.
- Excellent written and verbal communication skills.
- Flexibility to undertake overseas travel

Desirable Criteria:

- Experience living and working in a low and/or middle income country
- Experience developing and delivering programmes for women entrepreneurs
- Fluency in Spanish (written and spoken) or any other foreign language
- Experience working with technology and technology service providers in the development and delivery of programmes

Application

Candidates who wish to apply are requested to submit the following documents:

- Covering letter addressing relevant experience for the role (two A4 pages max)
- Current CV – no more than two pages

Please send your application to: recruitment@cherieblairfoundation.org

The Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. All applicants should have the right to work in UK