

<b>Job Title:</b> Programme Manager	<b>Responsible to:</b> Head of Entrepreneurship	<b>Responsible for:</b> n/a
<b>Location:</b> London	<b>Salary:</b> £30,000-£35,000 PA	<b>Term:</b> Permanent
<p><b>Team Purpose:</b> To lead the development and delivery of high impact programmes for women entrepreneurs in low and middle income countries with partners.</p>		
<p><b>Job Purpose:</b> To manage the 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><b>KEY RESPONSIBILITIES:</b></p> <p><b>Project management</b></p> <ul style="list-style-type: none"> <li>• Work in close coordination with the Senior Programme Manager and Head of Entrepreneurship on the management and the delivery of entrepreneurship projects in line with the Foundation’s strategy and policies</li> <li>• Ensure project delivery is on track against workplans and budgets and escalate any concerns about delivery to the Head of Entrepreneurship as appropriate</li> <li>• Provide support to the delivery of project activities by partner organisations, ensuring that partners have sound plans and budgets in place to deliver effectively</li> <li>• Work with contractors/consultants (e.g. setting terms of reference, selecting vendors, managing performance) on relevant pieces of work related to the projects’ portfolio</li> <li>• Identify issues that need to be resolved during projects and escalate them for resolution.</li> <li>• Provide internal project status reports and updates to the Head of Entrepreneurship and other staff as relevant</li> <li>• Identify risks likely to impact on project delivery and develop appropriate mitigation measures</li> <li>• Produce timely and accurate reporting to donors</li> </ul> <p><b>Budget management and financial reporting</b></p> <ul style="list-style-type: none"> <li>• Maintain 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</li> <li>• Highlight any variances in expenditure to the Head of Entrepreneurship and agree corrective actions as necessary</li> <li>• Review partner financial reports and provide feedback, ensuring that partners are maintaining adequate financial oversight of their projects</li> <li>• 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</li> <li>• Ensure payments and invoices for projects are processed on a timely basis</li> <li>• Work with the Finance and Corporate Services Manager to produce donor financial reports</li> </ul> <p><b>Monitoring, Evaluation and Learning</b></p> <ul style="list-style-type: none"> <li>• Work closely with the Head of Entrepreneurship and the Monitoring, Evaluation and Learning manager to ensure projects have monitoring, evaluation and learning (MEL) frameworks in place and have the resources required to deliver key MEL outputs such as baseline reports and evaluations</li> <li>• With support from the Monitoring, Evaluation and Learning Manager, provide support to partners as needed to carry out MEL activities</li> <li>• Manage external consultants or other organisations contracted to deliver specific MEL outputs for individual projects</li> </ul>		

- Ensure that learning from programmes is shared with others in the Entrepreneurship team and wider Foundation to support future programme development

**Other Responsibilities**

- Work with the partnership team and partner organisations where appropriate to develop new projects and ensure new projects reflect MEL and lessons learned from previous and existing work
- Work closely with the Senior Programme Manager and the Head of Entrepreneurship to map and identify local partners
- Keep up to date on the latest emerging trends in women’s enterprise development and identify how these trends could be applicable to the projects.
- 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.
- 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 three years’ programme management experience, ideally managing programmes to improve women’s economic empowerment
- Strong project management skills and experience working with project management tools (workplans, budgets etc.)
- Experience managing budgets with a good level of financial literacy and a sound understanding of basic financial processes
- Good skills in programme design 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
- 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

**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](mailto:recruitment@cherieblairfoundation.org)

Deadline for application is 5 March, 2019

*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*

## **Job Applicant Privacy Notice**

**Data controller: The Cherie Blair Foundation for Women, PO Box 60519, London. W2 7JU**

As part of any recruitment process, the Cherie Blair Foundation for Women (the Foundation) collects and processes personal data relating to job applicants. The Foundation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does the Foundation collect?**

The Foundation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Foundation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Foundation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Foundation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does the Foundation process personal data?**

The Foundation needs to process data to assess your application during the recruitment process and prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is a legal requirement to check a successful applicant's eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to

whom to offer a job. The Foundation may also need to process data from job applicants to respond to and defend against legal claims.

Where the Foundation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Foundation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Foundation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Foundation is obliged to seek information about criminal convictions and offences. Where the Foundation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Foundation will not use your data for any purpose other than for recruitment of the job for which you have applied.

#### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, if a requirement of the role, with the Disclosure and Barring Service to obtain necessary criminal records checks.

The Foundation will not transfer your data outside the European Economic Area.

#### **How does the Foundation protect data?**

The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

#### **For how long does the Foundation keep data?**

If your application for employment is unsuccessful, the Foundation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period electronic data is deleted and paper copies destroyed by secure shredding.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Foundation to change incorrect or incomplete data;
- require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing or you withdraw your application for employment;
- object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing; and
- ask the Foundation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Foundation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [enquiries@cherieblairfoundation.org](mailto:enquiries@cherieblairfoundation.org) stating 'SUBJECT ACCESS REQUEST' or telephone the PA to the CEO on 0207 724 3109.

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

## Automated decision-making

Recruitment processes are not based on automated decision-making.