



# Programme Manager – Global Nutrition Report (Maternity Cover)

Bristol, UK

# About Development Initiatives

Development Initiatives (DI) applies the power of data and evidence to build sustainable solutions.

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:

- strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibly and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people's skills, expertise and confidence in data.

And we support partners to:

1. Better respond to people's needs through improved quality and use of data and evidence in policymaking
2. Improve the quantity, quality and coherence of public finance and private investment
3. Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. In the last five years alone our work has covered 78 countries and we currently have staff based in Kenya, Uganda, the US and the UK.

# Programme Manager, GNR (Maternity Cover)

## Role content and purpose

DI's impact on development outcomes would not be possible without the work of the Programme and Project Management Team. The team ensures the successful achievement of programme and projects outcomes to meet strategic objectives.

The postholder will be responsible for providing programme management expertise for the Global Nutrition Report (GNR) programme at DI. You will be knowledgeable and have experience in the application of programme and project management methodology. An understanding of nutrition policy would be desirable. The postholder will be responsible for the delivery of programme outcomes working alongside the Programme Lead and the Global Nutrition Reports (GNR) Independent Expert Group (IEG) Co-Chairs.

The postholder will report to the Head of Project Management and work closely with a diverse range of people to ensure achievement of programmatic aims. The successful candidate will have a wide range of technical skills to assist in the scoping, planning, budgeting and monitoring of programmes, including for projects within those programmes, as well as essential people management skills to lead, enable, motivate and communicate.

## Contractual details

|             |                                                                                                                                                                                                                                                                                                                                                  |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Start date: | Immediate                                                                                                                                                                                                                                                                                                                                        |
| Length:     | To end March 2022 (potential for extension subject to return to work dates of current post-holder)                                                                                                                                                                                                                                               |
| Location:   | We are experimenting with a blended approach to home and office working and so are flexible on your location, provided that you are based within the UK and can visit our offices in Bristol on a relatively regular basis from September. Our Bristol office is located at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE. |
| Salary:     | Up to £40,000 per annum, depending on experience                                                                                                                                                                                                                                                                                                 |
| Hours:      | 35 hours a week                                                                                                                                                                                                                                                                                                                                  |
| Probation:  | 4 weeks                                                                                                                                                                                                                                                                                                                                          |
| Leave:      | 25 days pro rata, plus all bank/public holidays                                                                                                                                                                                                                                                                                                  |

## Technical duties

- Work collaboratively with the Programme Lead to define the strategic structure of the programme, identifying key outcomes
- Establish and maintain governance arrangements for the delivery of programme and projects, defining clear roles, responsibilities, and accountabilities that align with organisational practice
- Manage identification and planning of outputs and activities required for programme delivery and projects required to deliver on these, managing input from key internal and external stakeholders
- With input from Project Managers, prepare and maintain a schedule of programme activities, managing dependencies and resource requirements to avoid conflicting demands
- Manage the programme budget, controlling forecast and actual costs against it and providing internal and external financial reports as required
- Track progress and report against plans at a programmatic level. Establish and manage reviews at appropriate points, which will provide an evaluation of progress and learnings
- Identify and resolve conflict between individuals and/or interest groups within the programme
- Identify and monitor programme risks and issues, planning and implementing responses to them.
- Implement processes to manage change throughout the programme lifecycle and adapt plans as necessary
- Oversee the contracts for the provision of goods and/or services. Work with external legal support, review contracts or commercial agreements and monitor compliance
- Develop concept notes and proposals for new funding or reinvestment where required
- Provide updates to the Head of Project Management on progress towards programme outcomes
- Maintain the income pipeline for funding opportunities via our Client Relationship Management system as required (HubSpot).

## Management duties

- Potential to line manage one or more Project Managers.
- Undertake recruitment of Project and Programme team members as and when required
- Contribute at team meetings and provide updates for Executive Team meetings as required.
- Take responsibility for health, safety and security obligations for team members.

## General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations.
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct.
- Prepare for and engage in one-to-one meetings and performance management appraisals.
- Maintain professional development and personal development plans.
- Be willing and committed to taking on new work as required and be proactive.

## Person specification

### Experience

#### Essential

- At least 5 years' project management experience with 2 to 3 of those within a complex programme.
- A proven track record of delivering on programme outcomes.
- Experience in external stakeholder management and donor liaison, resolving conflict when it arises
- Experience of facilitating the resolution of challenging programme risks and issues.
- Experience of writing successful concept notes and proposals
- Experience of monitoring, reviewing and evaluating progress towards achievement of outcomes, reporting to internal and external stakeholders.

#### Desirable

- Experience of managing change throughout the programme lifecycle in response to internal and external factors impacting delivery

### Skills and Abilities

#### Essential

- Uses highly developed written and oral techniques to communicate with internal and external stakeholders, demonstrating discretion and diplomacy.
- Ability to understand how projects within a programme interrelate and anticipate how one action may impact another.
- A self-starter who can work autonomously when required but also collaboratively as part of a team
- Demonstrates ability to adapt to changing circumstance with ease and works proactively to address needs.
- Ability to work in a fast-paced environment yet deliver on time with attention to detail and accuracy.
- Confidence to assess issues from different vantage points and find innovative solutions in addressing specific challenges.
- Excellent people management skills, including ability to lead and motivate teams with different skills
- Advanced skills in MS Office.

### Education

#### Essential

- Programme management qualification (PgMD Pro, MSP Practitioner, PgMP or similar)

## Knowledge

### Essential

- Knowledge and application of programme management best practices and industry standards.
- An understanding of budgeting processes and financial reporting for grant makers.

### Desirable

- Knowledge of nutrition policy is desirable, or a demonstrated interest in poverty-related issues.

## Application details

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be uploaded onto our online application portal. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

***Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.***

## Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our website at: <http://devinit.org/working-with-us/vacancies/>

## Working together

*People are our greatest asset.* You often hear it said, and at DI it really is true. We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands.

The better our employees are, the more effective we will be, and for this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (people-centred, purpose-driven and transparent), we aim for a culture of honesty and openness. We want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision. We also offer:

## **UK**

- Informal work environment (e.g. casual dress)
- Pension scheme with 5% employer contribution
- Blended approach to home and office working
- Healthcare scheme with employee assistance programme
- Paid study leave and financial support
- Paid professional membership fees
- Childcare vouchers
- Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas
- Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people).