JOB DESCRIPTION

JOB TITLE   **UK Programme Manager – full time**

DURATION   **Permanent**

PURPOSE:

The Programme Manager is responsible for ensuring the smooth delivery of the Tree Aid portfolio. Supported by two Programme Officers (to be line managed by this role), and overseeing the delivery of some projects themselves, the Programme Manager will work with UK and Regional and country office Programme and Monitoring, Evaluation and Learning staff to track delivery and reporting on Tree Aid projects, reporting any major issues and successes to the Head of Programme Management.

KEY OBJECTIVES

To line manage programme officers, to monitor – and directly support where necessary – projects, in being on-track with their delivery in terms of donor compliance, timeframe, budget and objectives

To provide backstopping to specific projects within the Tree Aid portfolio, ensuring that they too are on-track

Act as a focal point for donors where it is necessary in managing project contracts

To support the Head of Programme Management in improving Programme Management systems and processes and raising any major issues in the projects

RESPONSIBLE TO   Head of Programme Management
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1. To line manage programme officers to monitor – and directly support where necessary – projects, in being on-track with their delivery in terms of donor compliance, timeframe, budget and objectives (40% of time)

- Support programme officers (x2) in managing their portfolio of projects – including tracking spend and progress on the projects and delivery of reports.

- Communicating project updates through chain of communication i.e. UK, Regional, Country teams

- Support Programme Officers in donor management where necessary

- Ensure that Programme Management best practice is used throughout Tree Aid projects

- Ensure that donor contract requirements are adhered to

- Ensure project data is accurate, up to date and available – including for the Communications team

- Keep track of major risks across the portfolio

- Provide quarterly analysis of project progress identifying and escalating challenges and risks

2. To provide backstopping to specific projects within the Tree Aid portfolio, ensuring that they too are on-track (30%)

- Take on responsibility for liaising directly with relevant project and in-country/regional staff and ensure that these projects are on track in terms of spend, activity progress and objectives

- Ensure project data is accurate, up to date and available in coordination with the M&E

- Provide donor management and reporting functions, where the donor is based in Europe

3. Act as a focal point, where necessary, for donors in managing project contracts (10% of time)

- Act as a representative of Tree Aid at donor meetings that require manager-level involvement (budget/logframe revisions, performance issues etc)

- Raise ongoing issues with Head of Programme Management

4. To support the Head of Programme Management in improving Programme Management systems and processes and raising any major issues in the projects (15% of time)

- The Programme Manager will support the Head of Programme Management during the process of consulting on, designing and rolling out a new Programme Management System

- Ensure that the Project Management system is up-to-date with information on the portfolio of projects

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5. Administrative activities as part of Operations team (5% of time)
Including:

- Any other duties as required by the Head of Programme Management or Director of Programmes

Person Specification (Essential = E, Desirable = D)

Personal qualities

- A commitment to TREE AID's values (E)

- Able to work as part of a cross-cultural team particularly with staff for whom English is not their first language (E)

- Able to work flexibly and be adaptable (E)

- Shows Initiative, and can work with minimum supervision (E)

Experience

- 5 years' experience of project / contract management ideally in an international development organisation (E)

- Demonstrable experience of managing complex projects and collaborating with several colleagues across countries (E)

- Experience of managing teams, including remotely (E)

- Database management (D)

Skills/Knowledge

- Ability to work in English and French (D)

- Excellent organisational skills, ability to work quickly and efficiently with high levels of precision and prioritise a busy workload (D)

- Excellent IT skills specifically excel (E)

- Comfortable with preparing and managing financial reports (D)

- Demonstrable skills in Project Management – from budget, risk management to leading teams (E)

- Knowledge on Tree Aid core businesses (agroforestry, agroecology, environment, sustainable development, agricultural value chains development (D)

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Qualifications

- Educated to Degree level (E)