

Title: Programme Manager

Reporting To: Head of Programme Funding

Direct reports: none

Salary: circa £31,000 pa starting salary, dependent on experience

Location: Cambridge, CB2 1AB or home-based with travel to London, Cambridge and partners.

Currently home-based as per the government guidelines

Contract: Permanent

Hours: Full time, 35 hours per week; flexible working requests will be considered

About SOS Children's Villages UK:

SOS Children's Villages is a global charity working to ensure that children everywhere have the right to grow up feeling loved, safe and supported. We work with children and families living through poverty, conflict, man-made and natural disasters to ensure children can have the childhood, and the life, they deserve. And by supporting them to grow into resilient and independent adults who can contribute to their communities, we are helping to bring about positive and lasting change.

SOS Children's Villages UK is part of an international federated structure of 140 local SOS Children's Villages Associations. Together, we work in 136 countries and territories worldwide to ensure that children grow up in a stable environment where they feel loved, safe and supported. Alongside our global reach, we take a local approach. Our programmes are locally planned and run by in-country SOS child-welfare experts. They understand the community because they are a part of it. They are cognizant of local customs, practices and belief-systems because they share them, or live amongst them. and they can help effectively because they have long-established relationships with local and national government bodies, suppliers and community leaders.

SOS UK's values are at the heart of everything we do, and they are:

- **Collaborative:** We work together to sustainably improve the lives of children and families
- **Authentic:** We are open, honest and transparent in everything we do
- **Learning:** We respect diversity, are open-minded, and listen and learn from others
- **Ambitious:** We want to achieve lasting change for children and families.

For more information, please visit www.soschildrensvillages.org.uk (UK office) and www.sos-childrensvillages.org (international office).

About the Post:

Reporting to the Head of Programme Funding, you will provide the crucial link between programmes and fundraising, contributing to growing programme funding through supporting programme formulation and design for large funding opportunities, in line with key funding criteria. As such, you will work with and alongside SOS's country teams (implementing partners) contributing to

programmes being conceived, planned and implemented to a high standard. In doing so you will facilitate high quality reporting in line with programme objectives and KPIs, support programme teams in identifying and reporting challenges, mitigating risks and ensuring timely and accurate reporting. As such you will play a critical role in ensuring that our relationships with grant making organisations and other donors are deepened, underpinned by transparency, accountability and a culture of 'no surprises', anchored in ongoing dialogue, high quality proposals and reporting.

Specific responsibilities include:

1. Supporting the Head of Programme Funding with approaches to large grant making organisations and institutional donors with proposal development, grant management and reporting through:
 - Identifying opportunities for programmes that have high impact and are strategically aligned with UK institutional donors and other, strategic grant making organisations.
 - Supporting SOS country offices in the strategic development of sustainable programmes, thus increasing their readiness to meet the criteria of UK institutional and other strategic grant making organisations, resulting in high quality proposals.
 - Supporting country teams in adopting participatory approaches that involve all relevant stakeholders, ensuring that these are in line with local country strategies and thematic objectives.
 - Critically appraising project proposal material submitted by country teams to ensure they meet donor funding and strategic criteria.
 - Collating and critically reviewing information from relevant country teams for external donor reports; working with country teams in ensuring reporting criteria are clearly understood, there is a good sense of local ownership and ongoing dialogue to facilitate timely and transparent reporting.
 - Taking responsibility for the management of large grants, working closely with the Head of Programme Funding, Director of Fundraising and Director of Finance.
 - Supporting country teams in ensuring SOS UK funded programmes demonstrate measurable impact and meet agreed KPIs, including learning and quality standards; where these can't be met, ensuring challenges are reported in a timely manner and supporting programme teams in identifying and pursuing alternative solutions to mitigate risks to programme implementation.
 - Ensuring grant compliance by working closely with key functions in the country offices, such as the institutional funding, monitoring & evaluation, safeguarding and programme leads, sharing relevant requirements, grant conditions, application forms, submission criteria and reporting deadlines; working closely alongside these functions to ensure local ownership and a clear understanding of responsibilities to increase fundraising success and accountability towards donors.
 - Providing additional capacity and support to country teams, developing strong personal relationships and a better understanding of local programme priorities for SOS UK's strategic partnerships.

- Maintaining and further developing SOS UK's programme cycle management standards and tools, such as due diligence and reporting frameworks.
 - Developing systems for knowledge management through collecting and maintaining relevant evidence for project design, documentation of best practice and lessons learnt.
 - Developing an evidence base for SOS UK to demonstrate our expertise and track record in funding high impact sustainable programmes.
2. Supporting the fundraising team in collating and reviewing programme information required for developing high quality approaches and responding to major donor, corporate partner or grant making organisations' specific programme queries.
 3. Working in close collaboration with the International Office in ensuring good sharing of knowledge, lessons learnt, contribution to working groups and networks aiming to improve SOS's strategic programming in line with the federation's ambition to significantly grow institutional and other grant funding.
 4. Contributing country and programme evidence and learnings to support advocacy activities and to inform safeguarding oversight, working with the CEO and Designated Safeguarding Officer as appropriate.
 5. Contributing to strategic planning and organisational reporting.

Other:

- Implementing the Equal Opportunities Policy into daily activities.
- Being responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant EC Directives, including reporting any health and safety hazard immediately when you become aware of it.
- Undertaking any other duties as may reasonably be required in this post.
- Keeping abreast of key fundraising trends and issues and the regulatory environment around fundraising. Ensure that you follow the Code of Fundraising Practice, as stipulated by the Fundraising Regulator and best practice is adhered to.

PERSON SPECIFICATION

Essential:

- Educated to degree level
- A minimum of four years' experience in a programme focused role working in an NGO context
- Proven experience in managing programme formulation in response to institutional donors' and strategic grant making organisations' funding calls
- An understanding of and experience in inclusive programme design for sustainable impact

- An understanding of the UK institutional and non-institutional grant funding market and trends
- Experience of implementing institutionally funded programmes including reporting cycles and compliance
- Ability to plan strategically and implement those plans
- Demonstrable ability to work with teams and stakeholders to ensure good shared ownership and 'buy-in'
- Demonstrable experience of cross-cultural working and successful partnership development
- Demonstrable experience in developing log-frames, Theory of Change and MEAL plans
- A track record of promoting learning and capacity building
- Experience in establishing and promoting effective partnerships
- Demonstrable experience in grant management, including evaluation and reporting
- Ability to travel internationally on an occasional basis
- Willingness to work flexibly, if required, to meet proposal and reporting deadlines
- Ability to influence stakeholders with diplomacy and tact to achieve desired outcomes
- Ability to collate, analyse and review programme information to facilitate high quality proposal writing and grant reporting
- Proven ability to challenge colleagues constructively to ensure transparent reporting based on high quality programme information
- A clear understanding of the components needed to deliver sustainable social impact.

Desirable:

- Working knowledge of international NGOs and/or working in a Federation
- A good understanding of FDCO's (formerly DFID) funding criteria and reporting mechanisms
- A background in programme design and reporting in an INGO environment
- A good understanding of the UK institutional funding network; an active member of such networks, e.g. BOND.

Personal Attributes / Qualities:

- Able to reflect SOS UK's values (detailed above) in how you conduct yourself at work and with others
- Ambitious, innovative, solution driven and self-motivated
- Trustworthy, patient, flexible and a good relationship builder
- Integrity and a good work ethic
- Enjoy working as part of a team and independently
- Open to new ways of working, learning new tasks and skills as required
- Respectful of other views and ways of working
- Empathetic and respectful of other countries' working practices and cultures
- Committed to building meaningful, personal relationships with some of our most generous supporters
- Strongly motivated by success and passionate about seizing opportunities as they present themselves

- Driven by the desire to give our supporters an excellent experience.

Further information:

SOS Children’s Villages UK is an equal opportunity employer that is committed to encouraging equality, diversity and inclusion in the workplace, and eliminating unlawful discrimination within all employment practices within our organisation. Discrimination and harassment of any kind based on any protected characteristic is prohibited, and recruitment decisions are based on experience, qualifications, merit, and business needs at the time.

Upon conditional offers of employment, professional references and a self-declaration & disclosure form are required as part of the safer recruitment procedure in our Safeguarding Policy. A Disclosure and Barring Service (DBS) check will also be required.

To apply:

Please email a copy of your CV and covering letter of no more than 2 A4 pages with the titles “your name cover letter” and “your name CV” to Neelam Dave, Head of Programme Funding, at careers@sosuk.org

The deadline for applications is 10am Tuesday 1 December.

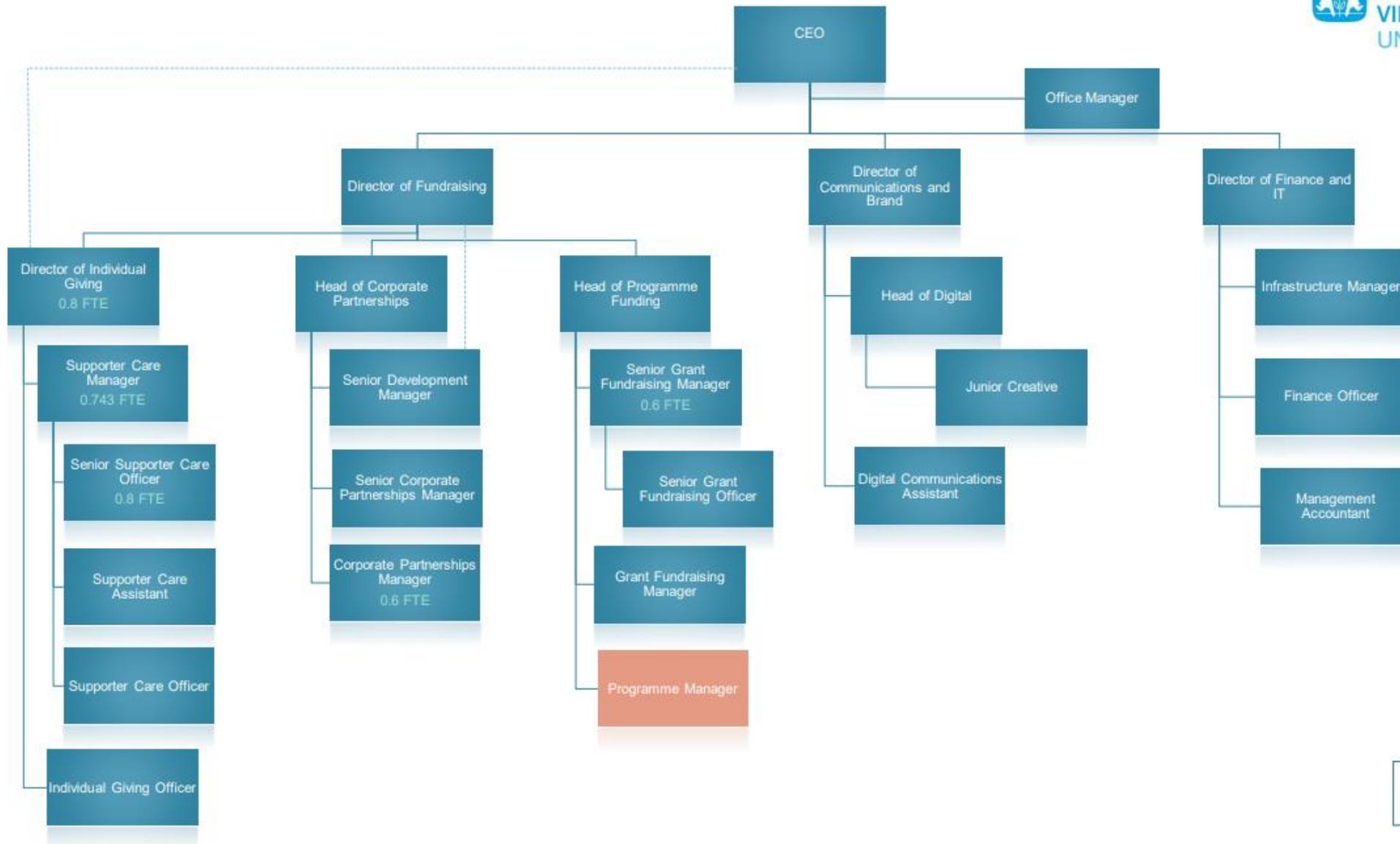
Interviews will be conducted virtually via Microsoft Teams in the week commencing 14 December 2020.

Benefits of working at SOS Children’s Villages UK:

- 25 days annual leave entitlement, plus 8 paid bank holidays and non-bank holiday working days during the office closure between Christmas and New Year are treated as additional paid time off
- Employee Assistance Programme
- Cycle to Work Scheme
- Life Assurance Cover
- Pension Scheme Membership
- Contractual sick pay
- Flexible working
- Statutory maternity & paternity pay
- Charity/Volunteer Days a maximum of 2 days per annum
- Travel loan
- Sabbatical leave
- Training & Development policy

Additional resources:

- SOS Children’s Villages UK organogram (see below)
- [SOS Children’s Villages UK latest Annual Report](#)
- [Why work for SOS UK](#)



Total employees: 26
FTE: 24