

# Institutional Programme Development Manager

## Recruitment Pack



## About Us



### CBM UK

CBM is the UK's largest charity focussed on transforming the lives of people affected by disability in the world's poorest places, reaching around 70 million people globally each year. Working through local partners and based on Christian values, we prevent blindness, improve health and help disabled people fulfil their potential.

CBM UK is one of 11 member associations around the world and is based near Cambridge. Our team of 25 staff, together with our committed Board of Trustees, has ambitious plans for the future.

## Employee Benefits

- All full-time employees are entitled to 25 days holiday per year in addition to UK public holidays
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We support employees in their desire to further their qualifications and careers, including offering opportunities to undertake study for relevant qualifications.
- A visit to one of our projects overseas may be possible
- Salaries are regularly reviewed to attract, develop, motivate and retain the appropriate calibre of employees
- We offer family-friendly benefits for staff members with a young family to look after – flexible working, homeworking, maternity/paternity/adoption and parental leave policy
- CBM UK offers a competitive pension scheme. Subject to you making a minimum pension contribution of 5%, CBM UK will make a payment of 7% of your annual salary towards the organisations pension scheme.
- As part of its commitment to its work with disabled people, CBM UK is a Disability Confident Employer (formerly the “two ticks” scheme) and aims to help successfully employ and retain disabled people and those with health conditions. We have a comprehensive equality and diversity policy
- CBM UK offers a free Lifestyle Counselling Helpline & Online Support Service for counselling and support
- Childcare Vouchers
- Bike to work scheme
- Season Ticket loan
- Free tea/coffee facilities, with weekly fruit bowl.

**Job Title:** Institutional Programme Development Manager

**Based:** Cambridge (based in the Cambridge office with flexible home working). The CBM UK office is currently in Oakington, but looking to move to a central Cambridge location in 2017.

**Contract:** Initially 22 months fixed term contract with possibility for extension.

**Purpose:** The Institutional Programme Development Manager will help drive strategic programme development efforts in response to opportunities advertised by key UK Institutional donors. A vital area for support will include prepositioning efforts, leading and/or supporting the bid development processes and start up activities during inception phase, and also actively contribute in monitoring, ensuring compliance and due diligence at all times.

**Reports to:** Director of International Programmes

**Salary band:** £30,548 to £35,413

CBM UK is looking for a motivated and qualified individual whose role will contribute to:

- Working within a dynamic team to support the development and funding of new projects and to help expand the portfolio
- Ensure that quality and design of CBM's institutional programme proposals are in line with the organisations objectives
- Continue to oversee and record mapping of relevant institutional donors
- Maintain a positive and collaborative relationship with institutional donors through timely submission of donor reports
- Safeguard donor compliance across CBM Field offices and known by Partners
- Build resolutions to ensure issues related to implementation are resolved in a timely and effective manner.

## **1. Fundraising and Donor relations**

- a) Help deliver ambitious engagement strategies, strengthening existing relationships and developing new ones with a view to diversifying and growing sustainable funding opportunities as they arise
- b) Work collaboratively with programme and policy colleagues to maximise synergies to identify funding opportunities as they arise
- c) Work in unison with CBM International on new emergency funding opportunities
- d) Maintain portals and websites for tracking opportunities to engage donors.

## **2. Bid Development:**

- a) Evaluate tender documents in order to present an articulate case for pursuing specific opportunities whilst keeping abreast of competition
- b) Maintain a positive and collaborative working relationship with the Technical, Finance and CBM UK programme staff to lead the bid development process, whilst guiding and coordinating inputs from the field, ensuring a coherent and well written bid package. For specific tenders this may include travel to support teams
- c) Work collaboratively with Programme and Finance team to help develop budgets, ensuring coordination between technical design, budget development and tender requirements.

## **3. Compliance:**

- a) Ensure compliance with donor obligations, and oversee due diligence processes in preparation for institutional donor audit pre allocation of grant
- b) Anticipate future trends to help identify consortia opportunities, and potential partners for our long term and humanitarian work
- c) Keep up to date with any relevant changes in legislation, regulatory procedures, compliance, best practice, whilst ensuring donor standards and procedures are adhered to
- d) In coordination with the Programme Manager ensure that CBM UK programmes comply with policies and procedures of CBM UK (e.g. financial, safety and child protection)
- e) Working together with the Programme Managers to ensure that partner assessment recommendations are assured before start of a new grant.

## **4. Programme Cycle Management**

- a) Once funding is secured for programme work, coordinate the alignment of the programme cycle management process, project set up, monitoring, financial and narrative reporting and evaluation
- b) Provide timely and accurate reporting to donors, and Leadership Team as required.

## **5. Representation:**

- a) Maintain a positive and collaborative working relationship with the International Office
- b) Continually develop and build strong relationships with institutional donors
- c) Regularly attend and participate in meetings to ensure good visibility and coordination
- d) Represent the organisation at relevant external events and meetings at a strategic level.

## **6. Supervision & HR**

- a) Work closely with the Programme and Finance teams on all financial issues
- b) Maintain regular communication with IO staff to provide updates on the progress of operations and to jointly problem-solve
- c) Encourage the flow of information through collaborative working across teams within CBM UK and the Federation
- d) Any other activities consistent with the level of the post, as may be required by the Leadership Team.

<b>Experience and knowledge</b>	<b>Essential/ Desirable</b>
At least 3 years' experience in a senior institutional fundraising role with an INGO	Essential
Keen knowledge of the large UK based institutional funding bodies – strategies, priorities, funding opportunities, specific compliance requirements	Essential
Successful track record in programme design and proposal development in a variety of sectors and geographic locations	Essential
A track record of leading successful applications to large institutional donors with keen understanding of staffing requirements as well as principles of cost recovery	Essential
Proven ability to verbalise, engage, work, collaborate productively with a wide variety of stakeholders to produce quality products under tight deadlines while ensuring a participatory, collaborative approach	Essential
Successful track record in programme design and proposal development in a variety of sectors and geographic locations	Essential
Experience of developing engagement strategies in line with organisational priorities	Essential
Knowledge of project cycle management, donor reporting and compliance	Essential
Experience of DR and compliance, with ability to produce concise reports for various audiences)	Essential
Experience in building partnerships and networking with relevant stakeholders and other non-governmental organisations	Essential
Extensive knowledge of commercial contracts including successfully developing and managing commercial tenders	Desirable
Skilled in training and capacity building of local staff members	Desirable
Working knowledge of French and/or Spanish	Desirable
<b>Skills/competencies/personal qualities</b>	
Sound knowledge of International Development context	Essential
Excellent networking and relationship-building skills	Essential
Excellent planning, organisational, analytical and report writing skills	Essential
Ability to work independently, take initiative and to spend time in challenging environments	Essential
Ability to work to work under pressure, to meet tight deadlines and remain calm	Essential
Ability to communicate effectively and with sensitively in a cross-cultural federation	Essential
Strong computer skills: MS word, Excel and Power Point	Essential
Excellent written and verbal communication skills, and fluent English	Essential
<b>Qualifications, training, and education</b>	
Educated to degree level or equivalent	Essential
Post-graduate qualification related to International Development	Desirable

# Useful Information

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## Shortlisting and Interviews

CBM UK is an equal opportunities employer and we are committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

## Diversity Policy Statement

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. CBM UK aims to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

## Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application.

## Employment Checks

All offers of employment are made subject to the following criteria: Proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and two references satisfactory to CBM UK and, if required, a Satisfactory Criminal Records Bureau Check.



## How to apply

**Closing Date: 9am, 31<sup>st</sup> March 2017**

Application forms can be downloaded from:

<http://www.cbmuk.org.uk/who-we-are/work-for-us/>

The completed form and a cover letter should be emailed to Trena Battams [trenab@cbmuk.org.uk](mailto:trenab@cbmuk.org.uk).

Alternatively, you can post your application to:

Trena Battams—Office Manager  
CBM UK  
Oakington Business Park  
Dry Drayton Road  
Oakington  
Cambridge  
CB24 3DQ

Should you have any questions or wish to discuss your application further please contact: -

Trena Battams on 01223 484700 or [trenab@cbmuk.org.uk](mailto:trenab@cbmuk.org.uk).

