

## Head of Programmes



**CBM UK**

[www.cbmuk.org.uk](http://www.cbmuk.org.uk)

Charity Registration No 1058162 (England & Wales) SCO41101 (Scotland)

Recruitment Pack

## **CBM UK**

Too many people face poverty, stigma and isolation, denied the chance to go to school or earn a living, just because they have a disability. And every day people lose the ability to see, hear or walk because of conditions that could easily be treated or prevented.

Driven by Christian values, CBM works in the world's poorest places to reach those whom others leave behind. Working in partnership with Governments and local partners, we create long-term positive change: treating and preventing conditions that can lead to disability and supporting people with disabilities to access education and healthcare, earn a living and be included in their communities.

### **Our Vision**

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

### **Our Mission**

To transform the lives of disabled people in the world's poorest communities. Driven by Christian values, we work with disabled people to break down barriers by delivering practical support, improving policy and practice and inspiring the people of the UK to act.

### **Our Values**

- Challenging injustice
- Making every action count
- Embracing partnership
- Living with integrity

## **Head of Programmes**

The Head of Programmes will be responsible for overseeing the day-to-day activities of the Programme Managers and Officers. The Head of Programmes is a senior position within the Programmes Department and plays a pivotal role to ensure quality standards with the implementation of CBM UK Programmes. It also provides effective support and encouragement to Programme Managers and Officers through leadership, policy development and good practice.

**Based:** Oakington, Cambridge (moving to a central Cambridge location in 2019/2020)

**Reports to:** Director of International Programmes

### **Direct Reports:**

- Programme Manager–East Africa and Asia (based in Edinburgh)
- Programme Manager–Southern Africa (based in Edinburgh)
- Programme Manager–West/Central Africa
- Senior Programme Officers x 2
- Programme Officer

**Salary:** £37,277.84 (with possible annual increment rises).

### **Key criteria for success**

- Be working to clear and agreed strategic objectives and plans
- Have contributed to the implementation of the Programme Strategy
- Work with the Director of International Programmes to develop the strategic goals of CBM UK so that its mission is realised in practice and to develop long-term strategies for CBM UK programmes and projects
- Have a sound understanding of disability issues and the CBM frameworks for Disability Inclusive Development
- Maximize opportunities for learning and dissemination of examples of good practice within the CBM federation, the international disability and development sector in the UK
- Be a confident user of CBM financial and project tracking systems.

### **Key responsibilities**

#### **1. Programme Management Oversight (60%)**

2. Support Programme Managers and Officers to:
  - i. manage a portfolio of programmes in line with CBM strategy, structures and ways of working, ensuring that programmes are delivered in a high-quality, cost-effective and timely manner
  - ii. identify poorly performing or high-risk projects that require additional monitoring or support
  - iii. ensure monitoring, evaluation and impact assessment of programmes and projects are rigorous and disability inclusive
  - iv. ensure in-depth knowledge of the disability stakeholders in country alongside the policy architecture
  - v. ensure that organisational standards and policies on accountability, financial probity and management are implemented in the country programme offices, including responding to evaluations and audit recommendations
3. Drive the development of a flexible management information system to

- monitor strategic progress for individual programmes across the portfolio
4. Identify systems to improve within the Programmes Department, or organization as a whole, to enable high quality cost effective and efficient programme management, and successfully implement these.
  5. Monitor the overall financial position of programme income and expenditure (including oversight of cost recovery, match-funding requirements on contracts and funding gaps in budgets)
  6. Pro-actively identify potential media stories, case studies and compelling evidence from the field for fundraising and advocacy purposes

## **2. Programme development and funding (25%)**

- a. Support the Programme Managers:
  - i. to identify opportunities for development of new or existing programmes and projects
  - ii. to work with Country Offices to develop relationships with key donors in-country
- b. Work with the Head of Programme Funding and Programme Managers:
  - i. in the development of high quality and successful funding applications to institutional donors in line with CBM regional and country strategies
  - ii. to ensure high quality and timely narrative and financial reports are submitted to a range of donors in line with their requirements
- c. Contribute to meeting the aims of the CBM UK programme funding strategy
- d. Liaise with Fundraising and Communications team to provide programmatic information and input when required.

## **3. Organisational representation (10%)**

- a. Represent CBM UK to external audiences including church groups, media, policy and decision makers.
- b. Participate in relevant UK and international networks.
- c. Build and maintain relationships with relevant INGO/NGOs, research and academic institutions.

## **4. Other (5%)**

- a. Liaise closely with the fundraising and communication teams to ensure relevant, appropriate knowledge is integrated across the departments
- b. Support the development of relevant CBM Federation work streams.
- c. In the event of a humanitarian crisis, support the development of CBM UK's emergency response at short notice.
- d. Carry out other duties as required by the Director of International Programmes and the CEO of CBMUK.

## Person Specification

<b>Experience and Knowledge</b>	<b>Essential/Desirable</b>
Significant people management skills, including leading a team and managing and motivating staff to achieve challenging goals	Essential
Design, planning and implementation of international development programmes	Essential
Proven experience of financial management, including institutional programme budgeting and financial reporting	Essential
Experience of participatory monitoring, evaluation and impact assessment of programmes and projects	Essential
Ability and willingness to undertake overseas travel of up to 8 weeks a year	Essential
Experience of working in the international disability sector	Desirable
<b>Skills/competencies/personal qualities</b>	
Strategic thinker with clear analytical skills and the ability to balance long-term and short-term priorities	Essential
General IT literacy	Essential
Excellent verbal and written communication skills	Essential
Understanding of development theory and practice	Essential
Understanding of project cycle management	Essential
Demonstrable ability to represent the organisation to senior decision makers with government /donors, or similar	Essential
Ability to work in a fast-paced, high-intensity work environment	Essential
Sympathetic to Christian values	Essential
Understanding of the UK and international disability discourse and priorities	Desirable
<b>Qualifications, training, and education</b>	
Educated to degree level or above	Essential
Master's degree in International Development or equivalent	Desirable

## **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
- 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 annual salary towards the organisation's pension scheme
- Group Life Assurance 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
- Bike to work scheme
- Season Ticket loan
- Free tea/coffee facilities, with weekly fruit bowl.

## Useful Information

---

### 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 three references satisfactory to CBM UK and, if required, a DBS Check.





## **How to apply**

**Closing date: 29<sup>th</sup> April 2019, 5pm**

**Potential Interview Dates: 7<sup>th</sup> May**

Application forms can be downloaded from:

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

Your completed form and CV should be emailed to Trena Battams  
[trenab@cbmun.org.uk](mailto:trenab@cbmun.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@cbmun.org.co.uk](mailto:trenab@cbmun.org.co.uk)



