

## Programme Manager



**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

## The Role

CBM UK is looking to recruit a new Programme Manager to join the programme team at this exciting time. The purpose of the role is ensuring alignment and close working with the CBM Country offices and partner organisations to ensure quality planning and delivery of programmes for CBMUK.

**Based:** CBMUK office is currently in Oakington, Cambridge, but moving to Mercers Row, Newmarket Road, Cambridge, in 2019/2020, or Edinburgh where two further Programme Managers are currently based.

**Reports to:** Head of Programmes

**Direct reports:** May involve management of staff or volunteers

**Salary:** £32,577 (with possible annual increment rises)

**Hours:** 37.5 hours per week

### Key criteria for success

Within 12 months, the Programme Manager will:

- Be working to clear and agreed strategic objectives and plans
- Have contributed to the implementation of the Programme Strategy
- Be managing a portfolio of countries and programmes and have built up strong relationships with the staff and partners associated with them
- Have developed plans for at least 2 new projects and have submitted at least two major fundraising proposals
- Have a sound understanding of disability issues and the CBM frameworks for Disability Inclusive Development
- Have made contact with colleagues within the CBM family, the UK disability and international development networks to maximise opportunities for learning and sharing of good practice
- Be a confident user of CBM financial and project tracking systems.

### Key responsibilities

#### 1. Programme Management and Development (75%)

- a. Manage a portfolio of institutional-funded programmes in line with CBM's Programme Quality Framework, structures and systems and ensuring effective coordination of local implementing partners
- b. Develop and maintain excellent working relations with CBM staff and programme stakeholders including partner organisations, consortia members, Disabled People Organisations (DPOs), and line government agencies in programme countries
- c. Work with partners, CBMUK and CBM International staff to develop innovative new approaches, programmes and multi-year plans in line with CBM policies
- d. Support partners and CBM staff to develop and report on monitoring, evaluation, impact and learning frameworks and integrate learning into future work

- e. Contribute towards meeting best practice in programme development in CBMUK and CBM International in line with CBM standards and sector wide approaches
- f. Facilitate the exchange of learning within CBMUK and CBM worldwide and with relevant external stakeholders and partners including through planning and delivery of training courses
- g. Collect high quality stories of change and case studies to feed into programme and fundraising work
- h. Provide support for the organisational assessment and strengthening of partners including enhanced safeguarding
- i. Take part in CBM Country Strategic planning process in selected countries and contribute to development of country strategy papers where agreed
- j. Carry out country and programme visits when required (up to 10 weeks a year)
- k. Maintain institutional understanding of the policy and legislative environments in country that relate to the disability sector
- l. Use CBM internal systems including Navision and SharePoint to manage projects
- m. Contribute to CBMUK's programme strategy development and review.

## **2. Statutory and institutional fundraising and relationship management (20%)**

- a. Develop high quality and successful funding applications to institutional donors in line with CBM regional and country strategies
- b. Build and maintain excellent relationship with relevant institutional donors
- c. Ensure CBMUK meets all contractual requirements of institutional donors for the programmes assigned
- d. Support CBM's Country office staff to ensure high quality and timely narrative and financial reports are submitted to a range of donors in line with their requirements
- e. Contribute to meeting the aims of the CBM UK fundraising strategy for institutional donors
- f. Liaise with fundraising team to provide programmatic information and input when require.

## **3. Organisational representation (5%)**

- a. Represent and speak to external audiences on behalf of CBMUK including, media, policy and decision makers, national government and church groups when required
- b. Participate in relevant UK and international networks
- c. Build and maintain relationships with relevant NGO, research and academic institutions
- d. Carry out other duties as required by the Head of Programmes and the Director of Programmes.

## Person Specification

<b>Experience and Knowledge</b>	<b>Essential/Desirable</b>
Design, planning and implementation of international development programmes	Essential
Proven experience of financial management, including programme budgeting and financial reporting	Essential
Experience of participatory monitoring, evaluation and impact assessment of programmes and projects	Essential
Demonstrable experience of managing DFID-funded programmes	Essential
Experience of developing and distance managing partnerships with a range of different partners and consortia members	Essential
Experience of working in or with the global South	Essential
Ability and willingness to undertake overseas travel of up to 10 weeks a year	Essential
Experience of policy and advocacy work	Essential
Demonstrated experience with safeguarding practices and working with vulnerable groups through participatory approaches	Essential
Demonstrable experience of securing institutional funding from donors such as DFID and Comic Relief	Desirable
Experience of working in disability programming in LMICs	Desirable
<b>Skills/competencies/personal qualities</b>	
Demonstrable interpersonal skills that build consensus and partnership working	Essential
Understanding of development theory and practice	Essential
Understanding of project cycle management	Essential
Understanding of the UK and international disability discourse and priorities	Essential
Facilitation and presentation skills	Essential
Effective use of IT including Excel, Word, PowerPoint and databases	Essential
Commitment to CBM's mission and values	Essential
Demonstrable ability to represent the organisation to senior decision makers with Government /donors, or similar	Desirable
<b>Qualifications, training, and education</b>	
Educated to degree level or above	Essential

## **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

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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 applicants must have the right to work in the UK. 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 is 9am, 23rd September 2019.**

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 [recruitment@cbmun.org.uk](mailto:recruitment@cbmun.org.uk).

Alternatively, you can post your application to:

Trena Battams—HR/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.uk](mailto:trenab@cbmun.org.uk)