

Programme Manager (Maternity Leave Cover)

Recruitment Pack



12-year-old wheelchair user Shamilla, smiling alongside her teacher Hajarah at a CBM-supported inclusive school in Uganda.
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Who we are

CBM works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. Drawing on over 100 years' experience, we work with the most marginalised in society to break the cycle of poverty and disability and build inclusive communities where everyone can enjoy their human rights and fulfil their full potential.

We work in over 20 countries, investing in long-term, authentic partnership with the Disability Movement and maximising our impact through a coordinated mix of inclusive community-based programmes, local to global advocacy and delivering inclusion advice to other organisations.

World-leading expertise, authentic partnership

Our work and world-leading expertise is focussed in 4 core areas:

- community based inclusive development,
- humanitarian action,
- inclusive eye health & neglected tropical diseases, and
- community mental health.

Our programmes across Africa, Asia and Latin America are developed and delivered with local partner organisations to ensure long-term transformation and accountability in communities we serve. We draw on learning and evidence from our community work to inform our advocacy and achieve systemic change for people with disabilities. We share our expertise, advising governments, UN bodies and others on how to ensure inclusion in their own organisations, policies and programmes through our Inclusion Advisory Group.

Our Vision & Values

At CBM UK, our vision is an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential. This starts with our organisational culture; we're committed to building an inclusive culture where every individual is supported and enabled to help fulfil our mission.

Our culture is based on our CBM values, which shape the way that we work: we champion inclusion, we strive for justice, we pursue excellence, we embrace partnership; and we live with integrity.

About the role

Place of work:	Munro House, 20 Mercers Row, Cambridge, CB5 8HY, or alternatively in our Scotland office in central Edinburgh (with up to 50% working from home optional).
Starting salary:	£33,593 to £38,942 (depending on experience)
Contract type:	37.5 hours per week, although up to 60% FTE considered
Reports to:	Head of Programmes
Contract Period:	6-9 months

Purpose

The purpose of the role is ensuring alignment and close working with the CBM Country offices and partner organisations to ensure quality delivery, monitoring and reporting of programmes for CBMUK.

Key criteria for success

After 3 months, the Programme Manager (PM) will:

- Be working to clear and agreed strategic objectives and plans
- Be managing a portfolio of programmes and have built up strong relationships with the CBM staff and partners associated with the assigned programmes
- Be a confident user of CBM financial and project tracking systems
- Be contributing to the implementation of the Programme Strategy

Key responsibilities

- 1. Programme Management and Development (65%)**
 - a. Manage a portfolio of institutional and privately 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, Organisations of People with Disabilities (OPDs), and line government agencies in programme countries
 - c. Support partners and CBM staff to develop and report on monitoring, evaluation, impact and learning frameworks and integrate learning into future work

- d. When relevant lead the development of 1 or more new projects in-line with CBM policies and procedures
 - e. Facilitate the exchange of learning within CBMUK and CBM Global and with relevant external stakeholders and partners
 - f. Collect high quality stories of change and case studies to feed into programme and fundraising work
 - g. Provide support for the organisational assessment and strengthening of partners including enhanced safeguarding
 - h. Carry out programme visits when required (up to 5 weeks)
 - i. Use CBM internal systems including Global Online (NGO online project and financial management platform) and MS Teams to manage projects.
- 2. Statutory and institutional fundraising and relationship management (30%)**
- a. 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
 - b. Ensure CBMUK meets all contractual requirements of institutional donors for the programmes assigned
 - c. Provide surge support to selected Programme Manager colleagues for support at peak institutional donor reporting times
 - d. Support development of high quality and successful funding applications to institutional donors in line with CBM country strategies
 - e. Build and maintain excellent relationship with relevant 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 Global networks
 - c. Carry out other duties as required by the Head of Programmes and the Director of Programmes.

Person specification

All of the following requirements are **essential**, unless marked with a * when they are **desirable**, and will be assessed from a combination of information provided from the application form and interview process.

Skills/Competencies/personal qualities

- Demonstrable interpersonal skills that build consensus and partnership working
- Understanding of development theory and practice
- Understanding of project cycle management
- Facilitation and presentation skills
- Effective use of IT including Excel, Word, PowerPoint and databases
- Commitment to CBM's mission and values
- Demonstrable ability to represent the organisation to senior decision makers with Government/donors, or similar*
- Understanding of the UK and Global disability discourse and preferably including mental health initiatives*

Experience and knowledge

- Design, planning and implementation of international development programmes
- Proven experience of financial management, including programme budgeting and financial reporting
- Experience of participatory monitoring, evaluation and impact assessment of programmes and projects
- Experience of developing and distance managing partnerships with a range of different partners and preferably also consortia members
- Experience of working in or with the global south
- Ability and willingness to undertake overseas travel up to 5 weeks a year
- Demonstrated experience with safeguarding practices and working with vulnerable groups through participatory approaches
- Experience of working in disability programming, preferably including mental health programming in LMICs*
- Demonstrable experience of managing FCDO-funded programmes*
- Experience of policy and advocacy work*
- Demonstrable experience of securing institutional funding from donors such as FCDO and Comic Relief*.

Qualifications, Training and Education

- Educated to degree level in mental health, international development, disability inclusion or related field.

Employee Benefits

- Wonderful modern offices, which are fully accessible
- All full-time employees are entitled to 25 days' holiday per year in addition to UK public holidays
- Option to buy extra annual leave
- 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 and training.
- Competitive salaries within the sector. We regularly review salaries to attract, develop, motivate and retain the appropriate calibre of employees.
- Agile working for all staff members which includes options for flexible working hours and up to 50% working from home for most roles
- We offer a generous pension plan with employer contribution of up to 7%
- Group Life Assurance for all employees, which is equivalent to 2 x your annual salary.
- Yu-Life (employee wellbeing app)
- Flexible working conditions
- Free annual eye tests
- CBM UK offers a free Lifestyle Counselling Helpline & Online Support Service
- A Wellbeing Working Group in place to actively support mental health and wellbeing in the office.
- Bike to work scheme.

Useful Information

CBMUK's main office is currently located in Cambridge, and we have a smaller office in Edinburgh. One of these will be your location and contract base. Due to current restrictions on office capacity the majority of our staff are working from home. All aspects of this including how we are supporting homeworking and the office transition will be discussed at the interview stage with you.

Shortlisting and Interviews

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 and Safeguarding

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, supporters, 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.

All roles within CBM UK are required to actively respect, support and promote the safeguarding of all children and adults who come in contact with our organisation, including our beneficiaries, partners, staff and volunteers, ensuring policies and procedures are followed and observed at all times.

CBMUK is an equal opportunities, disability-confident employer and committed to achieving the highest standards of diversity, fairness and equality. We welcome applications from people with lived experience of disability. If you have a disability and require any additional support, please contact us at recruitment@cbmuk.org.uk

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

We are unable to provide sponsorship for this post. In order to apply for this post, you must be able to demonstrate your eligibility to work in the UK.

Therefore, 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 a DBS Check.

How to apply

More information about CBM can be found by visiting our website: www.cbmuk.org.uk

Closing date is **9am on Monday 6th December**.

If you are interested in the position, please feel free to contact us for an informal chat, as we'd love to tell you more about this exciting role. Please email recruitment@cbmuk.org.uk or call us on 01223 484700.

Application forms can also be downloaded from: www.cbmuk.org.uk/who-we-are/work-for-us/ Please email your completed form and CV to recruitment@cbmuk.org.uk

We look forward to receiving your application.