

## **Job description**

### **Programme Manager (Research and Learning)**

Based in the UK (Bath), Kenya or Cyprus

#### **Company overview**

Our mission is to work for an equitable, inclusive and sustainable world. We serve this mission through the provision of international consultancy in health, social justice and social development, focusing on fragile and conflict-affected states, to ensure that our work reaches the world's poorest and most vulnerable people. We aim to practice business as a force for social and environmental good and expect all our employees, partners and suppliers to abide by our Code of Business Ethics.

With companies in the UK, Cyprus, Kenya, and Bangladesh, we have a portfolio of international development programmes as well as fund management responsibilities.

Our Fund Management practice area works on the management of UK Aid Match (funded by FCDO), the AmplifyChange Fund, the GSMA Innovation Fund, and the Gavi CSO fund. Our services cover the full funding round cycle from fund design and strategy to project closure. We invite proposals for critical initiatives and, following a rigorous and transparent selection process, we award grants for the strongest projects. We provide personal, tailored capacity building support for grantees along the way and are well known for our collaborative approach.

#### **Job context**

The primary focus of the role is the day-to-day management of various donor contracts which have a learning and research focus. These contracts currently include both governmental and private foundation contracts. The Programme Manager will oversee the delivery of programmes, coordinating budgets, workplans, consultant management, and administration.

The Programme Manager will be assisted in this by a Project Officer, and will work closely with the Operations Manager, to whom they will report (currently based in the UK). The Programme Manager will work closely with teams of consultants based globally, research institutions also based globally, and also liaise with the Gender and Social Development Head of Practice (currently based in the UK).

#### **Principal accountabilities**

1. In conjunction with the Operations Manager, facilitate and coordinate ongoing planning processes, workplans, budgets, action plans and MEL frameworks for a variety of different programmes as agreed.
2. Create and maintain programme schedules and workplans according to contract requirements and escalate issues to senior team members when necessary.
3. In close collaboration with the Finance team, track and manage programme budgets according to contract requirements.
4. Maintain and report contract progress, risks and issues to the central MannionDaniels Operations and Practice team on a quarterly basis, using the companies standard project tracking toolkit. Implement MannionDaniels' Standard Operational Procedures for planning, procurement, mobilisation and payments.

5. Support the Team Leads to effectively deliver the programmes, keeping deliverables on track and being proactive in communications, scheduling, contracting, monitoring and delivery.
6. Support the Director with key donor communications and strategic thinking, in particular programme progress reports in a timely manner, by providing key programme data and analysis.
7. Coordinate inputs across multiple technical/delivery teams, including external partner and consultant contributions.
8. Coordinate duty of care procedures and risk mitigation with staff and consultants prior to travel.
9. Lead on the management of events, including online events, as and when required.

### **Other accountabilities**

1. Collect, analyse, and report data to key stakeholders, donors, and partners.
2. Promote knowledge sharing and best practices across programmes and within the organisation.
3. Support wider business development within MannionDaniels (up to 20% of role, depending on needs and time)

### **Person specification**

Please don't apply unless you have the right to work in the UK, Cyprus or Kenya.

Please do not apply unless you fulfil these essential specifications needed for the job:

#### **Essential**

- Educated to degree level or equivalent in a related subject
- Minimum of 2 years' experience of setting up, administering and coordinating projects or
- logistical mechanisms and processes with a research or learning focus
- Strong attention to detail
- Ability to multi-task and organise multiple projects
- Experience of budgeting, work planning and contracting – preferably with research institutions
- Excellent client management and communication skills
- Good familiarity with Microsoft Office and online management systems
- Proven ability to operate in a team environment liaising with diverse teams in an international setting
- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines
- Ability to use own initiative, with a proactive and problem solving attitude
- Fluent written and spoken English
- Good familiarity with Microsoft Office and online management systems
- Good commercial acumen and attention to detail
- Proven ability to operate in a team environment liaising with diverse teams in an international setting
- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines.
- Ability to use own initiative, with a proactive and problem-solving attitude

### **Desirable**

- Quantitative and qualitative data analysis skills
- Experience of working in the field of learning e.g. action research, participatory research, etc.
- Prior international development experience, or on projects in settings of the Global South
- Other language skills including French, Arabic or Spanish.

### **Reporting and organisation**

This is a mid-level position with salary dependent on qualifications and location, and benchmarked according to other MannionDaniels salary levels. Flexible working arrangements considered. Occasional international and national travel will be required. This is a full-time position based in the UK (Bath), Kenya or Cyprus offices of MannionDaniels. We operate on a hybrid working model.

### **Salary and package**

Dependent on location, skills and experience

### **To apply**

Please send your CV and a covering letter to [careers@mansiondaniels.com](mailto:careers@mansiondaniels.com) no later than close of business on Monday, 8 July 2024. Please use the job title in the subject line.

MannionDaniels reserves the right to conduct early interviews for the right candidates.

***All applicants will be asked to provide proof of identity, right to work documentation and professional references as part of the recruitment process.***

***MannionDaniels is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of vulnerable children and adults. All our employees are expected to share this commitment and abide by our Business Code of Ethics at all times.***