

Candidate Brief

Director of Programme, Policy & Advocacy – Maternity Cover



Credit: CARE Niger/ Safoura Doby

Ladidi Sani has been a 'Village Agent' for the CARE instigated village savings and loans groups since 1997. As one of the first Village Agents in the Zinder region, she piloted the idea that women could help other women start groups...today there are more than 50 groups. When COVID-19 hit, Ladidi collected data about how women were responding to the crisis. "At the beginning I was sceptical since the collection took place on a smartphone, a tool that I am not used to using. I was given a smartphone and trained to use it, that helped me to raise awareness and inform the women of my commune." Ladidi's story is one of many inspiring examples of CARE's projects to advance gender equality.

Background Information

CARE International – a global organisation fighting global poverty

CARE International operates in more than 100 countries around the world. We work with partners and communities to deliver poverty-fighting programmes and deliver life-saving humanitarian assistance. This work is supported by policy and advocacy, fundraising, and programme management provided by CARE members in countries like the USA and the UK.

CARE's Vision 2030 sets out six impact areas that all CARE members will contribute to achieving: Gender justice, Climate justice, Women's economic justice, Health equity and rights, Humanitarian action, and Right to food water and nutrition. CARE's Vision 2030 also commits to doing the work of Antiracism. We know that to be anti-poverty is necessarily to be anti-racist. Critical listening and learning is integral to our approach and we are committed across the CARE Confederation to relinquishing power in the global north and strengthening the role of the global south. We place these principles at the heart of our work, from how we hire and promote, govern, and lead, mobilise resources and partner.

CARE is non-religious and non-political, allowing us to deliver humanitarian and development assistance to anyone in need regardless of race, sex, gender identity or expression, ethnicity, age, disability, health condition or medical history, religion, political view, or sexual orientation.

CARE International UK

CARE International UK was founded in 1985 and we are one of 20 full members of the global CARE International Confederation. We employ over 100 staff and generate around £50 million a year for CARE's poverty-fighting work. In the year ending June 2023, CIUK reached 874,433 people (61% women and girls) across 42 countries through 83 programmes through which we can track our contribution to the UN's Sustainable Development Goals (SDGs).

In January 2024, CARE International UK published its new 3-year Strategy working within the CARE International Vision 2030. Under this strategy, we prioritise women's voice and leadership in humanitarian response and climate action. We seek to enter a new phase where we recognise the power that we hold and intentionally give power, resources and space to local organisations and communities, in particular to women-led organisations and women activists, so they can lead the decisions, debates and programmes that affect their lives. As founders and signatories to the Pledge for Change, this is an ambition shared by the wider CARE confederation. CIUK itself aims to become an anti-racist, diverse, and inclusive organisation that bases decisions on feminist leadership principles.

You can find out more about our current CARE International UK's [Strategy](#) and International Vision 2030 [here](#).



CARE International UK (CIUK)

Job Description

1. Overview

Post Title:	Director of Programme, Policy & Advocacy – Maternity Cover
Directorate:	Programme & Policy
Responsible to:	CEO
Line reports:	x5 Head of Programme Funding; Head of Programme Quality: Head of Programme Management; Head of Advocacy The role manages a department of around 50 people.
Location:	London/ Hybrid _ min two days per week, flexibility required
Salary:	£85k-£95k

2. Role Purpose

The Director of Programmes, Policy and Advocacy is a senior leadership and strategic role within CIUK. A key member of CIUK Senior Leadership Team (SLT) with overall responsibility for the programmes, policy, and advocacy. The role is responsible for providing leadership to the directorate, contributing to the development and implementation of organisational [Strategy](#), raising income from FCDO and other institutional donors, contract delivery and compliance, and safeguarding focal point on the leadership team. The postholder will provide expert support and advice to the CEO, the Board and the Impact and Transformation Sub-committee of the Board across programme, policy, and advocacy. Together with fellow SLT members the Director has collective responsibility for the delivery of the CIUK strategy, ensures effective cross organisational work to this end, and ensures CIUK becomes a great place to work, supporting an anti-racist, feminist, diverse and inclusive organisational culture.

Within the confederation, the post-holder is an important voice in shaping and influencing organisational thinking, policy, and operations within the CARE International confederation, being a member of the Global and European Programme Directors working groups.

CIUK's restricted income from donors is significant and is CIUK's largest income stream. As such, the post holder must be an expert in the delivery of restricted-funded programming and in particular in the ways of working of FCDO as a donor, and have the ability to influence senior donor counterparts. They must have significant experience of working for an INGO like CARE to deliver complex programming in challenging contexts. Our largest programmes are complex multi-partner consortia in fragile contexts with budgets of up to £60m.

As a leader of a large team, the role-holder requires strong people leadership and interpersonal skills, with the ability to translate strategy into action, motivate colleagues and demonstrate to team members how their role links to organisational strategy and objectives.

Programme, Policy and Advocacy Department

The Programme and Policy Department is at the very centre of CIUK's new strategy as it is the engine room for our programme impact. It is driving the thought leadership around how to change our role to promote greater local leadership of CARE's work, and support women's voice and leadership in climate and humanitarian action. The department supports CARE country offices and partners to win new funding from institutional donors, manage a portfolio of programmes in line with the CARE international 2030 vision and ensures that our programmes bring lasting change through consistent and high standards of programme quality. Our advocacy and policy team prioritises influencing UK decision-makers to adopt feminist approaches and increase support to women's rights and women led organisations and amplify the voices of our local partners on the global stage.

The Department includes the Programme Funding team that raises funds from institutional donors (winning approx. £20m+ per annum) through both grants and commercial contracts, as well as the Programme Management Team, which oversees the delivery of over £200m of ongoing programming in partnership with CARE country offices and partners including INGOs, companies, national and local NGOs. Our largest programmes are complex multi-partner consortia in fragile contexts with budgets of up to £60m.

The department also includes the Programme Quality team and Advocacy and Policy team. The programme quality team provides technical support across our programme portfolio and thought leadership on women's voice and leadership, inclusive governance, climate justice and gender equality. Our advocacy and policy team has a crucial role to play in identifying learning from our programmes, including from our new ways of working that promote greater local leadership, and sharing these across CARE and the sector.

The department leads CIUK's main engagements with the wider CARE confederation, holding the relationships with country offices, regional management teams and impact area teams across the network. The department also builds strong relationships with institutional donors who are funding ongoing programming, and works with the Business with CARE team to deliver corporate-funded programmes.

3. Specific Areas of Responsibility

Strategic Leadership, Governance, Management, and Cross-organisational work

- Provide leadership to the organisation as part of CIUK Senior Leadership Team and collectively deliver CIUK's strategy, monitoring progress against a set of KPIs and developing annual organisational plans and budgets in line with the strategy.
- Provide insight into international development and humanitarian trends and anticipating shifts in the external environment that present both opportunity and risk for CIUK and the wider CARE.
- Provide quality reporting and support to the board in areas relating to the directorate's work, and dealing with compliance issues that arise from programme and policy including liaising with the Charity Commission and colleagues elsewhere in the confederation as appropriate.
- Act as the secretary to the Impact and Transformation Committee, working with the Chair to design agendas around strategic priorities that support the delivery of the CIUK strategy.

- With other key members of staff, further developing CIUK's approach to local leadership through programmes and advocacy, including how we learn from new programming models, and how we ensure that our organisation remains sustainable as its role changes.
- Provide direction to the development and implementation of CIUK's thought-leadership strategy.
- Establish a strong and collaborative working relationship with the other CIUK directorates, as well as the wider CARE confederation. In particular, working effectively with teams in the fundraising and communications department to raise sustainable restricted and semi-restricted income that supports CIUK to achieve its objectives, and working with resource departments on the formulation and roll-out of organisation-wide change programmes.
- Within the Senior Leadership Team, play a key role in ensuring CIUK delivers on its strategy objectives to become a more diverse, inclusive, and equitable organisation.
- Directly line manage and lead the four department Heads of team and the Senior Safeguarding Advisor, including all aspects of performance management and staff development

Programmes, Policy, Advocacy and Safeguarding

- Ensure CIUK's programmes are designed and delivered effectively to meet high standards of programme quality, to promote local leadership and women's voice and leadership, and to meet financial targets and fulfil donor compliance requirements.
- Lead CIUK's commitment to safer programming through promoting, supporting, and ensuring CIUK is delivering on the commitments in the CI Safeguarding policy.
- Direct the formulation of advocacy strategy and compelling policy positions that influence the UK Government, Parliament, and other key stakeholders to adopt gender transformative approaches to development and humanitarian work.
- Support on travel safety & security issues, managing CIUK's travel and security consultant.
- Lead CIUK's interaction with CARE's wider programme and policy work, including its contribution to the humanitarian and gender equality impact areas through CIUK's leadership of the shelter and Women Lead in Emergencies teams.
- Be accountable for CIUK's delivery on programme quality standards and lead its relationships with key programme counterparts across the confederation.
- Provide strategic leadership to the Programme, Policy, and Advocacy Department, inspiring and motivating the teams to work cohesively together to deliver strategy goals 1-4 of the CIUK strategy.

Financial Management

- Ensure sound and efficient use of resources and adherence to governance procedures of CIUK.
- Ensure that programmes are designed, and costs are recovered, according to the agreed strategies and policies
- Work with the finance team to deliver improvements to programme finance processes
- Lead on financial planning, budgeting, and forecasting for the Directorate, ensuring income and cost recovery targets are met and resources are allocated to meet strategic priorities
- Responsible for approx. 50 staff and an income budget of approx. £35-40m per annum, with oversight for a portfolio of over £200m under contract.

External

- Represent CIUK within the global CARE Confederation in areas of programme and policy
- Develop relationships with external stakeholders including key institutional donors, civil society and private sector partners and allies, think tanks etc. Influencing key stakeholders to support the delivery of the CIUK strategy in particular in relation to local leadership and gender transformative approaches
- Act as a spokesperson on international development and humanitarian issues for CIUK
- Lead opportunities to enhance the presence, funding, and brand of CIUK
- Support CIUK representation within cross sector bodies and commitments including BOND, Pledge for Change; Charter for Change; Disasters and Emergency Committee and others as needed.

External Contacts	Internal Contacts
<ul style="list-style-type: none">• Senior civil servants at the FCDO• Senior contacts at other international Institutional donors• Programme directors of peer organisations• Representatives of Foundations in the UK, USA and in the other countries where CI members are present• External partners• Disaster Emergency Committee• Sector organisations, e.g. BOND	<p>CIUK</p> <ul style="list-style-type: none">• Senior Leadership Team• Technical leads across the global technical teams.• Business with CARE team• Communications team• Finance team• Extended Leadership team <p>CARE International</p> <ul style="list-style-type: none">• CI programme directors• Regional Directors for agreed regions.• Country Directors of offices with ongoing CIUK programming.

- In addition to the specification above the additional duties may be reasonably required by a senior manager within the scope of the above.

- This document forms part of the post holder's contractual terms and conditions of employment.

- The document is not an exhaustive list of core elements of the role. This job description is a working document and may be amended from time to time by mutual agreement.

4. Person Specification

The below competencies will be assessed at the indicated stage of the recruitment process:
Application = A, Interview = I, Test = T, Presentation = P

When completing your personal statement please demonstrate how you meet the competencies assessed at application stage (A).

	Assessed during A = application T = test I = interview	
Education & Qualifications	<ul style="list-style-type: none"> Relevant master's degree or equivalent alternative levels of experience and training. 	A
Skills/Abilities	<ul style="list-style-type: none"> Demonstrable ability to work cross-organisationally to deliver shared strategic objectives that ensure the organisation has a real impact. Excellent people management skills and competence in managing a multi-disciplinary team. Excellent verbal and written communication skills and presentation abilities. Ability to represent CIUK's technical work confidently and clearly to a range of external audiences, including donors Entrepreneurial, committed team player, strategic thinker, leader Strong resource, financial, project and process management skills. Strong negotiation, influencing and networking skills 	A+I A+I A+I A+I I+T A A+I
Experience	<ul style="list-style-type: none"> A strong track record of strategic leadership in an international NGO and humanitarian environment. Proven competence in strategic planning and change management. Substantial experience of and exposure to both long-term development and humanitarian programming in developing countries, with sound understanding of operating realities. Proven experience in raising funds and managing a large portfolio of donor funded projects and programmes, including commercial contracts. Substantial demonstrable knowledge of and interest in contemporary international development and humanitarian response issues (e.g. local leadership, pledge 4 change) Experience of advocacy and influencing within the UK political system Experience of ensuring best practice in safeguarding and due diligence Sound understanding of, and keen interest in gender and monitoring, evaluation, accountability, and learning. Experience of representing organisations with key external actors. An established network of contacts within the international civil society and with FCDO, EU and ECHO Excellent spoken and written English. 	A+I A+I A+I A+I A+I A+I I I A+I A+I
Other	<ul style="list-style-type: none"> A commitment to the mission and values of CARE International, including an understanding of and commitment to tackling discrimination and structural inequality. 	I

5. The Application and Recruitment Process

1. Guidance on Completing the Application Form

Please complete the online application form clearly and in full, demonstrating how your skills, knowledge and experience relate to the Job Description and Competencies required for the role. When completing the personal statement, please address the relevant criteria in the Person Specification and provide evidence to support your answers. We're interested in what you did and the outcome. You may wish to include experience, skills, and knowledge you acquired inside and outside of formal employment including through education, volunteering, and life experience.

We can only shortlist candidates based on information provided in the application form. A personal statement tailored to the specific requirements of the role is an integral part of this information.

2. Guaranteed Interview Scheme and Reasonable Adjustments

As part of CARE International UK's commitment to being a disability confident employer (level 2) we use the Guaranteed Interview Scheme. The Scheme guarantees that all disabled applicants who meet the essential criteria for the role are invited to interview. If you wish to be considered under the Guaranteed Interview Scheme, please complete the relevant section in the online application form.

To ensure our recruitment processes are fair and inclusive reasonable adjustments can be accessed at any stage. If you require adjustments at the application stage, including a copy of the recruitment pack in large print or an alternative format please contact hrteam@careinternational.org. We proactively ask all applicants invited to interview if any adjustments are needed to facilitate their participation.

3. Referees

Please provide details of at least two referees, covering a minimum of 5 years. Voluntary placement or educational referees are suitable in the absence of employment references or gaps in employment history. References will only be taken up as part of pre-employment checks if you are offered the role.

4. Equalities Monitoring

CARE International UK is committed to building and valuing diverse teams and aims to provide an inclusive working environment that is free from unfair and unlawful discrimination. As part of this process, we monitor recruitment to help us understand who we are reaching, reduce inequalities and continually inform our policies and practices. Providing your equalities monitoring information is voluntary but we do encourage you to do it. The information you provide will be used for statistical purposes only, it is confidential and will not be shared with the selection panel.

5. Shortlisting

After the closing date, all applications will be reviewed by a shortlisting panel to determine how each candidate's skills, knowledge and experience relates to the Competencies required for the post (as outlined in the Job Description and Person Specification). Candidates who demonstrate in their application that they meet the job criteria will be invited for interview. Only information included in the application form will be considered when shortlisting.

6. Interviews

As part of the selection process, you will be asked to complete an exercise after the interview. You will then meet with a panel people who will ask you questions relevant to the role. This is your opportunity to expand

on your application and demonstrate how you have the skills, knowledge and experience required for the role. At the end of the interview, you will have the opportunity to ask the panel any questions you have about CARE International UK, the role and/or the terms and conditions of service.

7. Feedback

Unfortunately, resource constraints mean we cannot contact all candidates at the application stage. If you do not hear from us within two weeks of the closing date of the role, please assume on this occasion you have not been successful. We cannot provide feedback either on your application at this stage. Thank you for your interest in working with CARE International UK, we encourage you to keep an eye on our website for future vacancies.

Candidates who are shortlisted for interview but not appointed will be informed of the outcome of their interview in writing. If requested, feedback will be provided.

8. Key dates

- Closing date: **Sunday 11 August 2024**
- First Stage Interview date: **15-16 August 2024**
- Second Stage Interview date: **20 August 2024**

Special features

Data Protection

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organisation except where required to do so by law.

Health and Safety

The post holder agrees to abide by CARE International UK's Health and Safety principles and code of conduct and to take all reasonable steps to ensure both their own safety in the workplace or/and at home (when home based); as well as that of their colleagues.

Diversity and Inclusion Statement

CARE is committed to creating a diverse, inclusive, respectful, and safe work environment where all persons are treated fairly, with dignity and respect. We are committed to dismantling harmful and oppressive structures of power and accordingly centre gender equity in our work to save lives, fight poverty and achieve social justice. The post holder agrees to promote and uphold these principles.

CARE International UK operates fair, transparent and non-discriminatory recruitment practices and actively encourages applications from candidates from a variety of backgrounds, and with a range of skills and experiences. We are particularly interested to hear from candidates from Black and minoritised communities, LGBT+ candidates and disabled candidates.

CARE International UK is a **disability confident** employer. As part of our commitment to disability inclusion we guarantee interviews to disabled candidates who meet the essential criteria for the role. To be considered under the Guaranteed Interview Scheme please complete the relevant section in the online application form. If at any stage of the recruitment process you require reasonable adjustments, including a copy of the recruitment pack in large print or an alternative format, please contact hrteam@careinternational.org.

Safeguarding

CARE International UK has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives, or partners. Recruitment to all jobs in CARE International UK includes, in particular, **criminal record checks** and the collection of relevant references. Safeguarding our beneficiaries is our top priority in everything we do.

Terms and Conditions

Salary:	£85k-£95k , commensurate with experience
Working hours:	35 hours per week
Location:	London/ Hybrid _ min two days per week, flexibility required
Contract:	Maternity Cover
Annual leave:	25 days per annum
Pension scheme:	6% employer contributions via salary sacrifice

To see the full range of benefits offered upon joining CARE International UK, please click [here](#).

Other Information

In line with legal requirements and the nature of CARE International UK's work, this post is subject to:

- i. **Receipt of satisfactory written references**, covering a minimum of 5 years employment (without gaps), one of which must be from the current or most recent employer. Voluntary placement or educational referees are suitable in the absence of employment references or gaps in employment history. The reference request will specifically ask the referee about any safeguarding, performance, or misconduct concerns. Note that CARE International UK participates in the **Inter Agency Misconduct Disclosure Scheme** (*** more details below**). References will be requested in accordance with that scheme.
- i. DBS check (Basic)
- ii. Bridger check (**** more details below**)
- iii. Evidence of the eligibility to work in the UK.

** In line with the **Inter Agency Misconduct Disclosure Scheme**, we will request information from your previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when you left employment. Full details of the scheme on <https://www.schr.info/the-misconduct-disclosure-scheme-old>*

*** A **Bridger Check** gives access to global sanctions and enforcement lists, Politically Exposed Persons coverage, profiled adverse media, and financial intelligence around Money Laundering/ Fraud Prevention. For more information on this check please review <https://risk.lexisnexis.com/products/bridger-insight-xg>*

For further information please visit www.careinternational.org.uk