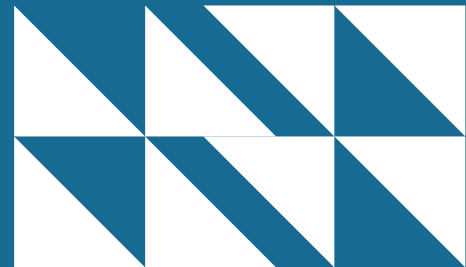


We're hiring!

 **JOB PACK**



Thanks for your interest in working at THET.
This job pack provides you with everything you need to
know to apply for this role and what it means to work at
THET.

DIGITAL TRANSFORMATION MANAGER



JOIN OUR TEAM!

About the Tropical Health and Education Trust (THET)

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at thet.org



OUR VALUES

1



Partnering through collaboration

2



Partnering with respect

3



Partnering with integrity

4



Partnering through learning



JOB SPECIFICATION

Hours	37.5 hours per week
Reports to	Head of External Engagement
Location	UK Based Hybrid-Occasional Travel to London
Salary	£42,396
Length of Contract	Permanent



JOB PURPOSE

The Digital Transformation Manager leads THET's efforts to transform our own programmes of work and the way THET operates, and also that of the Health Partnership community to better incorporate and enable best practice in digital solutions.

The Digital Transformation Manager will work with teams across the organisation to consider how in every aspect of THET's work we can transform our use of technology to achieve greater efficiencies and effectiveness, improve inclusivity and equity, and reduce our carbon footprint.

Digital Transformation is a key enabler for the organisation to help advance access to health services in low-and-middle-income countries, via activities such as building online communities, online learning for health workforces in complex and humanitarian settings, e-health, amongst others.

This role will require engagement across the different departments of THET including programmes, and research, evidence and learning, and external engagement, as well as engaging with external stakeholders to drive and raise visibility of this agenda.



KEY RESPONSIBILITIES

Strategy

- Lead the review and delivery of THET's digital transformation strategy.
- Lead and implement THET's digital enablers to support the organisation's strategic plan.

Product management

- Develop and enhance the user experience of both external and internal stakeholders across key digital products including the THET website, Pulse platform, learning platforms and bespoke applications.
- Conduct user research and collaborate with cross-functional teams to drive a long-term strategy across our digital portfolio.

Stakeholder and project management

- Provide guidance and capacity development to both THET staff and the Health Partnership community on digital implementations and best practice
- Ensure THET has accurate data and analytics to support operations and programmes across THET.
- Project manage key digital projects including scoping, testing, implementation, and review.
- Engage with external experts to promote and drive THET's digital agenda across the global health sector.
- Lead and develop THET's digital reporting mechanism to track the success of digital implementation across programmes.
- Lead a Digital Transformation Working Group to support digital transformation across THET and the wider HP community.



KEY RESPONSIBILITIES

External representation and publicization

- Representation at key THET and external events raising visibility of digital working within health partnerships and across the health partnership community.
- Working with THET external engagement and research evidence and learning teams to deliver communications and policy documents on digital transformation.

Fundraising and digital transformation project design

- Lead fundraising for digital transformation at THET, working closely with colleagues across the organisation.
- Support colleagues in integrating digital transformation across project proposals.
- Reporting back to donors to demonstrate the value of THET's digital interventions.

Operations

- Manage third party providers including vendors and Managed Service Providers, ensuring compliance with SLA's.
- Working with the Chief Operating Officer, ensure THET has adequate and appropriate IT infrastructure and cybersecurity processes in support with IT MSP
- Support the implementation of GDPR practices across THET in line with regulation and best practice.

Line Management

- Line manages the Digital Transformation Officer.
- Mentor and coach other team members as required



PERSON SPECIFICATION

Person specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Bachelor's Degree (2:1 or above) in a relevant discipline.	<ul style="list-style-type: none">• Master's Degree level in a relevant discipline.
Experience	<ul style="list-style-type: none">• A minimum of 5 years' experience in digital strategy and operations, using a range of tools and methodologies.• Team working – experience working collaboratively with colleagues from diverse backgrounds.• Budget preparation, tracking and monitoring.• Experience of leading a team to deliver diverse, innovative and cost-effective activities• Experience preparing and delivering compelling written and verbal communications to a range of audiences• Developing organisational or project policies and tools	<ul style="list-style-type: none">• Database management• Line management• Proposal development and donor engagement• Experience living or working in Lower- and Middle-Income countries or background working for an NGO.
Knowledge	<ul style="list-style-type: none">• Awareness of Monitoring and Evaluation approaches and tools for digital interventions.• Knowledge of a diverse range of digital tools and their relevance for different situations.	<ul style="list-style-type: none">• Understanding of, and interest, in international development and global health issues.



PERSON SPECIFICATION

Person specification	Essential	Desirable
Skills	<ul style="list-style-type: none">• Excellent command of written and spoken English.• Excellent IT skills and competence• Excellent time management skills and ability to manage competing deadlines.• Ability to analyse, synthesise and communicate complex issues in a clear manner.• Good Programme management• Team player able to work independently when required and to manage a diverse and heavy workload.• Attention to detail.• Confident in developing the capacity of others.	<ul style="list-style-type: none">• Excellent interpersonal skills and confidence in dealing with UK and overseas partners as well as senior staff from diverse organisations.• Good financial management skills.
Values	<ul style="list-style-type: none">• Strong commitment to THET's cause and values.• Highly motivated self-starter.• Flexible and adaptable.• Intercultural sensitivity and awareness.	
Other	<ul style="list-style-type: none">• Willing to travel overseas up to four weeks per year.• A commitment to matrix working.	



DIGITAL TRANSFORMATION MANAGER

What we offer

- Flexible working hours
- Hybrid working arrangements
- Enhanced Maternity and Paternity leave benefits
- Confidential Employee Assistance Programme
- 25 days annual leave plus three days off between Christmas and New Year
- Annual learning & development allowance
- 5% employer pension contribution when an employee contributes 3%.
- Cycle to work scheme
- A friendly, supportive work environment.

How to apply

Candidates can apply by submitting a two-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person's specification.

This letter should be submitted with a CV to jobs@thet.org by midnight **Monday, 24th June**, with '**Digital transformation manager**' in the subject line. Applicants must be available for interview and assessment over the following two weeks.

THET is an equal-opportunity employer, and any form of canvassing will lead to automatic disqualification.

This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.