

Job Description

Job Title: Programme Manager - Inclusive Data

Reports To: Sightsavers Deputy Director Policy and Programme Strategy

Directorate: Sightsavers Policy and Programme Strategy (PS2)

Location: UK

Contract: Permanent

Direct Reports: Line management of Sightsavers Inclusive Data Project Manager and Inclusive Data Operations & Planning Coordinator

Overview

The Global Partnership for Sustainable Development Data (GPSDD), hosted at the UN Foundation, is a fast-growing, dynamic international partnership bringing together over 700 different organizations including governments, UN agencies, private companies, civil society organizations, and many others. The GPSDD makes connections and brokers partnerships to address the problems of gaps in data production, poor data use, access, quality, and works with stakeholders to fully harness the new opportunities of the data revolution in the service of sustainable development.

In July 2018, a committed group of 10 partners including GPSDD and Sightsavers, launched the Inclusive Data Charter (IDC) during the High-level Political Forum. Facilitated by GPSDD, the vision and principles of the IDC were developed by a task team of representatives from governments, UN Agencies, and civil society organisations.

The Inclusive Data Charter (IDC) aims to advance the availability and use of inclusive and disaggregated data, so that governments and organisations better understand, address, and monitor the needs of marginalised people, and ensure no one is left behind. Since 2018, the IDC has tripled in size, garnered commitments from more than 30 diverse Champions, and supported them in accelerating and deepening progress.

The Charter includes two parts: a high-level vision with five principles that countries and organisations are asked to sign up to; and a tailored action plan that each of those signing up must develop themselves. The aim of the action plan is to show the practical steps the organisation or country is taking towards achieving the high-level vision and principles, as well as highlighting the longer-term actions needed. The Charter has been designed to enable a wide range of organisations to sign up, creating a broad movement in support of inclusive data. This includes governments of high, middle, and low-income countries, city-level governments, multilateral organisations, civil society organisations and the private sector.

Sightsavers is a co-founding champion and co-facilitator of the IDC. Improving knowledge and expertise on inclusive data is a strategic priority for Sightsavers and strengthening the collection, analysis, and use of inclusive data is key to delivering our thematic strategies on health and inclusion. Sightsavers has an updated Inclusive Data Charter action plan for 2024-2027, alongside a vision and approach to inclusive data and internal work plan that sets out our collectively owned, cross-organisational goals and objectives on inclusive data.

Working across two partner organisations, the Programme Manager- Inclusive Data position uniquely combines interests and experience in strategic programme management, partnerships & network engagement, international development and data, with multidisciplinary geographically dispersed stakeholders.

Dimensions: Programme leadership of the Inclusive Data Charter and Sightsavers global work on inclusive data.

1. Job Purpose

Provide programme leadership for the Inclusive Data Charter initiative, leading on developing and ensuring the delivery of agreed plans, coordinating the engagement of the co-facilitating partners, ensuring effective engagement by the Champions in Charter management, and advancing reporting and learning mechanisms for progress against Champion Action Plans.

Oversee Sightsavers inclusive data programme at global level, providing strategic leadership across the portfolio and strengthening relationships with internal stakeholders and external strategic partners, to contribute to advancing organisational objectives and growing Sightsavers leadership on inclusive data.

2. Main Responsibilities

- Oversee IDC strategic planning and delivery against agreed annual workplans and targets for network engagement, growth, and technical support to IDC champions, ensuring effective team working with the IDC Technical Advisor and Advocacy Lead
- Lead network engagement and manage relationships with existing IDC champions, ensuring effective engagement of Champions in overall Charter management through regular group calls and bilaterals
- Facilitate strategic partnerships and connections between IDC champions, GPSDD partners and other organisations to share experiences and foster learning in strengthening inclusive data systems
- Lead IDC impact and learning pillar, capturing and sharing champions progress through data stories, knowledge products and other relevant content production, ensuring that there are monitoring and reporting mechanisms in place to review IDC champions progress on action plan delivery
- Oversee the development, monitoring and reporting of budgets for the IDC and Sightsavers, making decisions on budget and resource allocations to agreed delegation levels
- Work with the IDC Advocacy Lead, to identify key moments for advocacy and opportunities to build support and engage new Champions in the IDC
- Strategic support, in collaboration with the IDC Advocacy Lead, to plan major IDC events at key political moments, develop overall-strategy and objectives, and event logistics
- Programmatic support to the Technical Advisor, ensuring resources and tools to help Champions to develop and implement inclusive data action plans are identified or developed
- Facilitate effective engagement of the IDC co-facilitating partners - GPSDD, Sightsavers, the UK's Office for National Statistics (ONS) and Foreign, Commonwealth & Development Office(FCDO), including setting meeting agendas, noting actions and moving work forward
- Lead the Sightsavers inclusive data portfolio at global level, ensuring effective engagement with strategic level, senior stakeholders
- Line manage the Inclusive Data Project Manager and Inclusive Data Operations & Planning Coordinator at Sightsavers, ensuring core strategic objectives are achieved, overseeing workplans, allocating tasks, tracking progress and correcting course as needed
- Maintain an awareness of major trends in relation to data disaggregation and inclusive data, including the Sustainable Development Goals (SDGs) and the aspiration to leave no one behind

The main responsibilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

3. Strategic Planning, Leadership and Organising

- The role is a programme management position, working to provide strategic leadership across the IDC and Sightsavers inclusive data portfolio and to facilitate effective engagement by a range of stakeholders in the design, development and implementation of action plans
- Planning, development, monitoring and reporting on annual team objectives and workplans
- Responsible for inclusive data budgets including planning, forecasting, reviews and preparing updates and revisions
- Line manage staff, supporting them with the tools, skills and resources needed to successfully deliver their work
- Supports internal stakeholders in Sightsavers and external stakeholders in the IDC champions' network

4. Problem Solving and Stakeholder management

- Builds and strengthens relationships on inclusive data, ensuring that partners can contribute effectively
- Seeks creative solutions to problems inherent in multi-stakeholder dialogue around content, pace, resources in order to achieve plans
- Ensures plans are agreed, reviewed and delivered by all organisations, including providing surge support to partners to assist them in delivery

5. Decision Making

- Day to Day decision-making around workplans, strategic engagement and support opportunities
- Decisions on budgets and resourcing to agreed delegation levels
- Day to Day supervision of team
- Self-administering
- Collating and providing options and recommendations on decisions which require other stakeholders to be involved

6. Key Contacts/Relationships

- Sightsavers: Policy and Programme Strategy (PS2) Director, Director of PS2 Programmes and Operations, Inclusive Data team and Sightsavers inclusive data stakeholders at global and country levels (includes Policy & Global Advocacy, Campaigns & Communications, Research, Monitoring, Evaluation & Learning, Institutional Funding, Country and Regional Directors)
- Co-facilitating partners of the IDC and secretariat: GPSDD, Sightsavers, ONS and FCDO
- GPSDD secretariat
- IDC Champions network
- Developing a wide range of networks with others involved in the development sector, data for development / inclusive data

7. Knowledge, Skills and Experience

Knowledge (education and related experience)

- At least 5-7 years' experience in strategy, project management, advocacy and/or communications in international development or foreign policy
- Team leadership and staff management experience, preferably in a decentralised environment
- Proven ability to coordinate stakeholders across sectors and geography
- Ability to develop and maintain strong relationships with people from a wide variety of organisations, cultures, and with a wide variety of functional expertise
- Experience with the Sustainable Development Goals, international development or work with marginalised groups required
- Experience with data and statistics preferred

Skills (training and competencies)

- Exceptional project & programme management skills, as well as writing and communications
- Ability to work in a networked team and with partners around the world virtually and in-person
- Ability to organize and prioritise work and manage time effectively with little supervision
- Project management qualification or equivalent experience desirable
- Strong planning, coordination and organisational skills, ability to handle multiple tasks efficiently and meet deadlines
- Leadership and team management skills
- Budget development, management and reporting
- Monitoring, evaluation and learning experience desirable
- Sound knowledge of software applications including MS Office, Excel, Outlook, and PowerPoint
- An understanding of and commitment to inclusion and equality of opportunity for people with disabilities

Date as of July 2024