

MUSLIM AID | JOB DESCRIPTION

Job Title:	Global Programmes Lead
Department:	Impact
Location:	UK (with regular international travel)
Reports to:	Head of Impact
Line Management:	Country Programmes Manager; Programme Partnerships Manager; Humanitarian Programmes Manager; Programmes Administrative Officer; and oversight of the Safety & Security function (internal vs Ext TBD)
Contract Type:	Permanent
Grade:	5
Safeguarding:	<p>Muslim Aid has a zero-tolerance approach to Sexual Exploitation and Abuse (SEA) and all forms of safeguarding related misconduct, consistent with international standards including the UN Secretary General's Bulletin (ST/SGB/2003/13) and IASC PSEA principles.</p> <p>We are committed to the safeguarding and protection of children and vulnerable people across all aspects of our work. To prevent the recruitment of individuals with a history of SEA or safeguarding misconduct, all posts are subject to pre-employment vetting. This includes criminal records disclosure, a DBS check for UK-based candidates, or an equivalent criminal record check for candidates residing outside the United Kingdom, alongside reference checks that specifically address safeguarding and PSEA conduct.</p> <p>By applying for this position, candidates confirm their understanding of and commitment to Muslim Aid's safeguarding standards and accept that appointment is conditional upon satisfactory completion of all required checks.</p>

JOB PURPOSE

The Global Programmes Lead is a senior management role within the Impact department, providing leadership and oversight across Muslim Aid's international and UK programme delivery, partnerships, humanitarian response, and safety and security. Reporting to the Head of Impact, the Lead is accountable for the efficient, high-quality and compliant delivery of programmes through the Country Programmes Unit, the Programmes Partnership Unit (including UK programmes), the Humanitarian Programmes function and programme administration, while ensuring robust duty of care through oversight of the safety and security function.

The role is responsible for technical and management advice and support to ensure Muslim Aid Country Offices and partners are implementing, monitoring and evaluating programme activities in compliance with Muslim Aid's strategy and budget as well as recognised international standards.

The role drives programme quality, value for money and risk management across the portfolio; strengthens the capacity of country offices and partners; and supports institutional funding and strategic partnerships to grow the scope, scale and quality of Muslim Aid's programmes in line with organisational strategy and recognised international standards. Regular international travel will be required.

DELIVERABLES

1. Strategy, Leadership & Cross-Unit Coordination	
Deliverables	<ul style="list-style-type: none">• Provide senior leadership across the Country Programmes Unit, the Programmes Partnership Unit (including UK programmes), the Humanitarian Programmes function and the safety and security function, ensuring they operate as a coherent, high-performing whole.• Translate Muslim Aid's strategy and the International Programme Strategy into effective programme delivery, supporting Country Directors and teams to develop and deliver their Country Strategic Plans

	<ul style="list-style-type: none"> • Lead development of departmental strategies and operational plans within the roles remit to ensure they are aligned. • Advise Country Offices (including affiliates) to reinforce our mission, vision, values and direction through clear and articulate communications. • Work closely with enabling functions (Operations, Internal Audit and Growth) to ensure effective, joined-up support to country offices and partners.
2. Programme Quality, Delivery & Compliance	
Deliverables	<ul style="list-style-type: none"> • Oversee programmes to ensure they are designed, implemented, monitored and evaluated to a high standard and in compliance with donor, governmental and international requirements. • Ensure effective use of planning and design tools (e.g. logical frameworks) and the full implementation of Monitoring, Evaluation, Accountability and Learning (MEAL) frameworks. • Strengthen due diligence and compliance procedures with country offices and partners, and ensure quality standards such as the Core Humanitarian Standard (CHS) and Sphere are met. • Ensure value for money, sound budget management and accurate, timely progress and financial reporting, and that grant management systems are fit for purpose. • Lead the capture and application of learning across country programmes and partners to continuously improve delivery. • Review and approve funding proposals prepared by COs and Institutional Funding colleagues. • Link CDs and emergency colleagues to ensure there is appropriate continuity and prioritisation between any emergency response, DRR and longer-term development work. • Work with COs and Finance colleagues to improve progress and financial reporting. • Manage, with Coordinators, any risks resulting from financial and programme reports from COs and partners. • Support Head of Impact in ensuring that grant management systems at HQ are fit for purpose
3. Country Office/Affiliate & Partnerships Management	
Deliverables	<ul style="list-style-type: none"> • Oversee Capacity Assessments of Country Offices/Affiliate Offices and Implementing Partners, and the implementation of associated improvement plans • Lead Annual planning processes for Country/Affiliate Offices • Oversee annual planning processes for implementing partner only countries • Review partner management systems to ensure fit for purpose use and aligned with sectoral standards • Review of Country Office risk registers and ensure key risks are escalated into departmental risk registers.
4. Humanitarian Programmes Oversight	
Deliverables	<ul style="list-style-type: none"> • Oversee management of the Humanitarian Programmes function and Muslim Aid's emergency response capability, ensuring timely, high-quality and standards-compliant responses to slow- and rapid-onset emergencies. • Review emergency intervention strategies, alert systems, Emergency Task Force and Rapid Response Team arrangements are fit for purpose. • Review emergency responses, disaster risk reductions and longer-term development work to ensure continuity and prioritisation across the portfolio.
5. Safety, Security & Duty of Care	
Deliverables	<ul style="list-style-type: none"> • Manage the safety and security function, ensuring effective safety and security management, policies and protocols across Muslim Aid's programme operations. • Oversee security risk assessment, monitoring and incident management, and ensure security considerations are integrated into programme planning and delivery.
6. People Management, Administration & Governance	
	<ul style="list-style-type: none"> • Line-manage the Country Programmes Manager, Programme Partnerships Manager, Humanitarian Programmes Manager and Programmes Administrative Officer,

providing regular one-to-ones and applying Muslim Aid's PACE appraisal framework and SMART objective-setting.

- Support the professional development of team members at HQ and in country offices, and facilitate effective consultation, communication and good relations across the wider organisation and partners.
- Oversee programme administration and ensure records and information are maintained in line with Muslim Aid's document management and IT policies.
- Identify, monitor and mitigate programme and operational risks, and comply with all Muslim Aid policies, procedures and legal and regulatory requirements. Undertake travel and make self-available on an emergency basis as required, and any other duties commensurate with the role.

PERSON SPECIFICATION

Criteria	E / D	Assessment
QUALIFICATIONS		
Educated to degree level in international development or a related field.	Essential	Application
Postgraduate degree in a relevant field.	Desirable	Application
EXPERIENCE & KNOWLEDGE		
Substantial senior management experience in international development and/or humanitarian programmes, including remote / distance management of country offices and partners.	Essential	Application & Interview
Proven experience leading programme quality, design, MEAL and compliance across a multi-country portfolio.	Essential	Application & Interview
Experience overseeing, or working closely with, humanitarian / emergency response programmes.	Essential	Application & Interview
Experience of partnership development and partner / grant management, including with institutional donors.	Essential	Application & Interview
Demonstrated success in strengthening the capacity of country offices and / or partners.	Essential	Application & Interview
Understanding of safety and security risk management and duty-of-care obligations in humanitarian and high-risk contexts.	Essential	Application & Interview
Experience working in or with South Asia, East Africa, Middle East and / or other regions where Muslim Aid operates.	Essential	Application & Interview
People management experience in a complex international environment.	Essential	Application & Interview
Knowledge of the Sustainable Development Goals and of Sphere, CHS and the DEC Accountability Framework.	Essential	Application & Interview
SKILLS & ABILITIES		
Excellent leadership, project management and facilitation skills.	Essential	Interview
Excellent written and oral communication skills.	Essential	Interview
Outstanding negotiation and influencing skills.	Essential	Interview
Strong financial management and value-for-money skills, with budget oversight across multiple programmes.	Essential	Interview
Strong analytical skills, with experience of writing and quality-assuring proposals and reports.	Essential	Interview
Sound judgement and the ability to manage risk and make decisions under pressure, including in emergencies.	Essential	Interview

Good interpersonal skills, able to work effectively with diverse stakeholders at all levels.	Essential	Interview
IT literate (Microsoft Office) and able to use systems adopted by Muslim Aid.	Essential	Application & Interview
Ability to adapt to changing deadlines and priorities, and willingness to travel at short notice.	Essential	Interview
Proficiency in one or more of Arabic, Bengali, Urdu.	Desirable	Application & Interview
COMMITMENTS & VALUES		
Commitment to Muslim Aid's mission, vision and values	Essential	Interview
Commitment to equality of opportunity and diversity	Essential	Interview
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	Interview
Commitment to continuous professional development	Essential	Interview

CORE COMPETENCIES

Competency	Definition
Team Working	Co-operates with and respects colleagues; goes above and beyond individual efforts to support team outcomes.
Communication	Listens actively, expresses ideas clearly and communicates information effectively in written and verbal forms.
Performance Management	Delivers organisational objectives through effective setting of SMART personal and team goals; holds self and others accountable.
Results Focused	Gets the job done efficiently through effective time, task and financial management; monitors and adjusts to achieve targets.
Leadership	Inspires, supports and develops others to achieve outstanding performance; models Muslim Aid's values in all interactions.
Innovation & Improvement	Constantly seeks to improve how work is done through analysis, creativity, problem-solving and proactive change initiatives.

Muslim Aid is committed to the safeguarding and protection of children and vulnerable adults. All posts are subject to the relevant level of background check. Muslim Aid is an equal opportunities employer.