

Job Description

Summary job details

Job title:	Programmes & Partnerships Manager
Contract basis:	Permanent, part-time (minimum of 30 hrs per week)/full-time
Team:	Programmes, Partnerships, & Advocacy
Salary:	£41,000 per annum (full-time equivalent, pro-rata' for part-time working)
Job Band:	Band 3

Job description

Purpose:

Working as part of a close-knit programmes, partnerships, and advocacy team, you will support, encourage and advocate on behalf of local Christian organisations to bring hope and lasting change to some of the poorest and most marginalised people living in the Middle East. Walking and working with them as they deliver high-impact programmes to benefit communities in need of assistance - helping them to realise their God-given potential.

Main responsibilities:

1. To strengthen, develop, and manage relationships with a varied portfolio of local partner organisations, churches, and local stakeholders. This will fall into four broad streams of work:
 - a. Partner and project development, and grant management
 - b. Organisational strengthening and capacity development
 - c. Due diligence and monitoring
 - d. Regional awareness and portfolio development
2. Contribute to the shaping and development of Embrace's public engagement communications and advocacy - actions and campaigns - with a special focus on your specific partnership, programme and country related learning.
3. Work closely with the Communications and Fundraising teams to share real stories from the Middle East, advocacy messages and the impact of our partners' work.
4. To support the Charity in every way possible to fulfil its vision and charitable aims.

Key tasks:

1. Programme & Partnership Management

Take the lead in managing and nurturing Embrace's relationship with a portfolio of local Christian partners. This will fall into four broad streams of work:

- a. Partner and project development and grant management:
 - Work alongside Embrace partners, sharing their compassion for Christ, to support their proposal development and delivery of high-impact, locally-owned projects.
 - Manage the end-to-end administration of partner grants.
 - Lead on the monitoring, evaluation, accountability and learning (MEAL) of partner projects.
 - b. Organisational strengthening and capacity development:
 - Invest in Embrace's partners both from the UK and during regular visits.
 - Share best practice and useful tools, leading prayers, encouraging networking and learning between partners and conduct or facilitate training
 - Work strategically with partners to identify where Embrace can provide targeted support and capacity development support.
 - c. Due diligence and monitoring:
 - Work closely with partners to ensure their organisational governance and controls provide accountability both locally and internationally. This includes, but is not limited to, oversight of beneficiary accountability and financial management.
 - Monitor and support the development of good safeguarding practise in Embrace partners, working to ensure the safety and welfare of children and vulnerable adults.
 - Monitor UK regulations pertaining to programme country and recommend appropriate risk management approaches.
 - d. Regional awareness and portfolio development:
 - Maintain a good awareness of regional, partner, and country issues / developments to inform Embrace decision making and growth.
 - Review regional portfolio of partners and recommend changes where appropriate, this will include the development and selection of new partners, managing partner exits as needed.
 - Identify and develop relevant regional relationships that will serve Embrace's goals and furtherance of our mission.
2. Contribute to the shaping and development of Embrace's public engagement communications and advocacy - actions and campaigns - with a special focus on your specific partnership, programme and country related learning.
- Work across departments, with relevant colleagues, to identify and develop advocacy opportunities and key messages, including supporter actions and campaigns, consulting where appropriate with partners and other stakeholders.
 - Under the supervision of the Director of Programmes, Partnerships and Advocacy, coordinate with colleagues, to drive the implementation of agreed advocacy initiatives.
 - Maintain / develop network of contacts, in UK and internationally, to gain deeper advocacy and policy awareness.

3. Work closely with the Communications and Fundraising teams to share real stories from the Middle East, advocacy messages and the impact of our partners' work.
 - Work collaboratively with teams to update and advise on Embrace local partners, projects and country context.
 - Provide content for Embrace supporter-facing media, e.g. blogs, short videos, prayer diaries and the Embrace magazine.
 - Where possible, provide support at Embrace events, networking with supporters, donors, staff meetings and other stakeholders.

4. To support the Charity in every way possible to fulfil its vision and charitable aims.
 - Play an active part as part of the wider Embrace team, offering help and support across the organisation as needed.
 - Support in the development of institutional and trust applications.
 - Present at board level meetings as required.
 - Develop excellent working relationships with colleagues throughout the charity.
 - Model the Charity's core values of excellence, trust, respect, integrity and compassion at all times.
 - Ensure you fully understand and uphold your safeguarding responsibilities and trust inherent with your role
 - To maintain professional boundaries with those you come into contact with and avoid behaviour which might be misinterpreted as inappropriate use of the trust inherent with your role at Embrace.
 - Undertake training as required to keep up to date with the changing needs of the role.
 - Adhere to Embrace's policies & procedures at all times.
 - Work with others to maintain compliance with GDPR and other relevant regulations.
 - Undertake any other duties compatible with the role as required.
 - To maintain sympathy with the Christian character of the Charity.

Person specification

Embrace the Middle East – Person Specification

Job Title: Programmes & Partnerships Manager

Attribute	Essential	Desirable
General Education	Educated to degree level equivalent, obtained either through experience or academic achievement within the sector (E.g International Development, NGO, INGO, Human Rights)	Undergraduate or post-graduate qualification in International Development studies or a related subject
Genuine Occupational Requirement	Because of the essential Christian context of the role, it is subject to an occupational requirement under the Equality Act that the post-holder be a practising Christian.	

Attribute	Essential	Desirable
<p>Experience/skills and abilities</p>	<p>Understanding and awareness of the context, dynamics, and challenges of working in the Middle East.</p> <p>Experience of managing locally-owned programmes, demonstrating an ability to support the development of high-impact projects and analyse narrative and financial reports.</p> <p>Inspired by the Gospel, support local Christian organisations to deliver high-impact programmes to benefit communities in need of assistance - helping them to realise their God-given potential.</p> <p>Experience in capacity development of small NGOs including identifying and advocating their needs, and providing support.</p> <p>Proven ability to understand and advise on the challenges that small development organisations and/or INGOs face when working in the Middle East.</p> <p>Experience of monitoring and supporting the development of good safeguarding practice.</p> <p>Experience of monitoring of projects in the field and/or at a distance to monitor and evaluate project success.</p> <p>Knowledge of Monitoring Evaluation, Accountability and Learning (MEAL)</p> <p>Proven organisational and administrative skills.</p>	<p>Arabic language skills (intermediate / advanced)</p> <p>First-hand knowledge of the development issues in at least one Embrace target country</p> <p>Cultural awareness of the Middle East and/or experience of the issues of the region</p> <p>Proven ability of successfully applying for funds from institutional sources</p> <p>Proven ability of planning and carrying out training sessions for adults</p> <p>Experience of the advocacy, campaigning and policy arenas</p> <p>Experience of having visited the Middle East or having lived/worked in the region</p> <p>Experience of working in or with a faith-based organisation</p> <p>Working knowledge of Arabic and/or French</p>

Attribute	Essential	Desirable
	<p>Ability to identify compelling message from partnership communications to gain support, through prayer, donations and support for advocacy messages internally and externally.</p> <p>Strong oral and written communication skills</p> <p>Proven ability to deliver engaging presentations</p> <p>Good working knowledge of using Microsoft 365 - Word, Excel and Outlook</p> <p>Experience of budgeting, financial management and monitoring</p>	
Personal qualities	<p>Inspired to invest in communities in need of assistance due to poverty and injustice - helping them to realise their God-given potential.</p> <p>A connection with liturgical texts, and a desire to refer to as appropriate when worshiping with Partners and colleagues.</p> <p>Creative and innovative approach</p> <p>Self-motivated and able to work under pressure and prioritise effectively.</p> <p>Good team player prepared to contribute to the overall success of the organisation.</p> <p>Can do attitude.</p> <p>Attention to detail.</p> <p>Willingness to carry out overseas travel – approx 3 – 4 times a year (up to 4 weeks per year), in the countries where Embrace partners</p>	

Attribute	Essential	Desirable
	with local organisations – subject to international travel restrictions.	

Detailed job particulars

- Job Title:** Programme & Partnership Manager
- Location:** Hybrid working. Option to work from home or at Embrace's offices based in High Wycombe as required for team building purposes.
- Contract basis:** Permanent. Part-time (minimum 30 hours per week). Full-time considered.
- Hours of work:** Flexi-hours (see details below)
- Salary:** £41,00000 per annum. This salary is based on a full-time equivalent of 36.5 hours per week and would be pro-rata'd for part-time hours accordingly.

Benefits at Embrace the Middle East:

- To support every member of staff to work as effectively as possible, Embrace offers remote and flexible working arrangements. This includes flexi-time and home-working arrangements.
- Embrace's flexi-time framework means that staff can vary, by agreement with their manager, their start and finish times, taking into account the needs of their work and personal preference/circumstance. Staff are required to start work between 7:30am – 10:00am and finish between 3:00pm – 6:00pm. Our core collaborative working hours are between 10:00am to 3:00pm.
- Pension - option to join from day 1. Maximum employer contribution of 10%
- Holiday - 30 days, including 8 bank holidays – rising to 31 days after 5 years' service and 32 days after 10 years' service, plus 3 days leave between Christmas and the New Year
- Reimbursement of pre-agreed travel expenses.
- Access to retail discount portal.
- Life Assurance - 3x salary.
- Employee Assistant Programme (confidential counselling, legal and financial advice) - available 24 /7, 365 days a year
- Training and development programme for all employees.
- Commitment to staff health & wellbeing.

Probationary period: 6 months

How to apply

To apply, please go to our website, www.embraceme.org/vacancies.