

Job Description

Programme Manager (Maternity Cover)

Reporting to: Interim Director of Programmes

Location: UK based, hybrid role: Home working for the time being, with the provision for regular meetings in the office. Office attendance encouraged on Mondays (nr Fenchurch Street, London)

Salary: £34,000 - £38,000 Full Time Equivalent (will be pro rata for 3 days per week)

About World Child Cancer

Most childhood cancers are curable. We know this because survival rates in the UK and Europe regularly top 80%. But for children in low and middle-income countries, the prognosis is bleak with their chance of survival falling to 20%.

The solution? It already exists. The challenge is making sure that every child gets the diagnosis, treatment and care they need. Yet in many countries, public and professional awareness of childhood cancer is dangerously low. Opportunities for early diagnosis are missed. Referrals are delayed. And there are not enough health workers with the specialist skills to diagnose and treat the disease.

It is children and families that pay the price.

Determined to balance this inequality, World Child Cancer works with local, regional, and international partners in some of the world's poorest countries to improve: Treatment, early diagnosis, family support and advocacy.

Created in 2007, World Child Cancer is a small yet fast-growing, ambitious international charity.

Job Description

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Reports to: Interim Director of Programmes

Overview

The Programme Manager role will be crucial to the success and development of the charity. You will be responsible for the management and delivery of our work in Bangladesh & Nepal, ensuring projects are delivered on time, on budget and to high standard. The role will include responsibility for building relationships with partners and potential new partners. The successful candidate will contribute to seeking out further grant opportunities within the sector, working closely with the rest of the programmes team and the fundraising team.

Key Relationships

- Director of Programmes
- Director of Finance
- Country Programme Coordinators
- UK Programme Managers
- Psychosocial Support Advisor

Key responsibilities

Key Responsibility	Reporting To / Working With
Programme Management	
Accountable for delivering a portfolio of restricted grants on time, to budget and to a standard commensurate with donor compliance requirements.	Interim Director of Programmes International & UK Programmes Team Finance team
Support partners and WCC national staff to develop and report on monitoring, evaluation, impact and learning frameworks and integrate learning into future work	
Responsible for managing programme finances within WCC and donor compliance requirements	
Responsible for managing programme expenditure within budget, highlighting potential over/under spends	
Coordinate partner visits from the UK in close collaboration with in-country Programme Coordinators	
Carry out in-country monitoring and evaluating visits	
Provide support for the organisational assessment and strengthening of partners to achieve greater impact	Interim Director of Programmes UK & International Programmes Team Programmes Team
Working closely with the fundraising team, develop high quality and successful funding applications in line with WCC regional and country strategies	Interim Director of Programmes Fundraising Team
Compile & present programme information, statistics, and data for reporting purposes to funders	Fundraising Team
Line management of assigned Country Programme Coordinator/s, including annual appraisals and weekly 1-2-1 meetings	International Programmes Team
Monitoring & Evaluating and Programme Quality	
Ensure that all M&E, mainstreaming and programme quality initiatives are accurately designed and fully costed and included in budgets.	Interim Director of Programmes Programme Managers Fundraising Team
Design, development, and implementation of key programme quality tools	Interim Director of Programmes Programmes Team
Lead the support function for assigned country programmes to ensure compliance with internal systems and standards and compliance with donors' requirements	

Person Specification

Essential

- 3 to 5 years international development experience preferably in the field of global health
- Understands theory and practice of Health System Strengthening.
- Understands theory and practice of capacity building programming.
- Knowledge of programme design and planning of complex programmes, including logframes and theories of change.
- Track record of financial management skills, including budget management and planning
- Experience designing and implementing monitoring and evaluation frameworks, including collection and analysis of both quantitative and qualitative data.
- Excellent organisational, planning and time-management skills.
- Proven experience in building relationships and working in partnership with a wide range of stakeholders.
- Fluent English (written and verbal)

Desirable

- Experience living and working in low- and middle-income countries.
- Experience tutoring or working with volunteers.
- Experience managing statutory grants.

Terms of Employment

Hours: Part-time (3 days per week)

Location: UK based, hybrid role: Home working for the time being, with the provision for regular meetings in the office. Office attendance encouraged on Mondays (nr Fenchurch Street, London)

Contract: Part-time Maternity Cover (subject to successful completion of 3 months' probation)

Salary: £34,000 - £38,000 Full Time Equivalent (will be pro rata for 3 days per week)

Annual Leave: 25 days plus 8 bank holidays pro rata and an additional day at Christmas subject to Board approval

Other: Opportunity to participate in the cycle to work scheme

How to Apply

To apply for this position, please provide your CV and a supporting statement (maximum 2 pages) that addresses the “**essential**” criteria in the Person Specification and email to Joe Dixon (Interim Director of Programmes) joe.dixon@worldchildcancer.org

Timetable

Closing date for applications: February 12th, 2024

First interview: TBC

Second interview: TBC

The successful appointment is subject to a satisfactory criminal records disclosure and written references.

If you have any queries or wish to have an informal discussion, please contact Joe Dixon, Interim Programme Director, at joe.dixon@worldchildcancer.org