

Lead, International Programme Management

London

Job description

Job purpose

As the Lead, International Programme Management, you will be part of ClientEarth's Programme Quality function. The role carries influence over investment, resourcing, and programme management standards, enabling ClientEarth to deliver systemic impact at scale.

You will play a key role in driving programme quality standards in regional strategy execution, directly supporting ClientEarth's mission to use the power of law to bring about systemic change that protects the Earth for – and with – its inhabitants.

You will work with the leaders in the organisation, Programme teams in different Regions, Finance, Fundraising, and other Programme Quality function members to enable effective and efficient programmatic delivery of ClientEarth's Organisational Strategy, ensuring our programmatic work is on track, resourced appropriately, risk managed, and supported by programme quality standards (including on monitoring, learning, decolonial partnerships, and adaptive management).

Acting as a bridge between regional strategy, local delivery, organisational policies and processes, the post holder is responsible for strengthening programme management systems, driving alignment across regions and themes, and enabling teams to deliver complex environmental programmes effectively, consistently, and at scale.

Working Relationships

The Lead, International Programme Management will be managed by the Deputy Chief, Programmes & Impact officer (based in London) and will be embedded in the Programme Quality function, which – alongside the Innovation Lab - is part of the Programmes & Impact Department. The Lead will line manage three Programme Managers in Europe. They will business partner with the Chief Programme Officer (on international projects), the Regional Heads and Directors in Europe, Asia and Africa partnerships. This is an internally facing role with minimal external representation (beyond programme delivery purposes).

See Programme Quality function organigramme in Annex.

Key responsibilities

Regional programmatic management coordination (50%)

Europe (10%) Provide strategic and people leadership to a team of three Programme Managers supporting the Europe portfolio, with clear decision making rights for delivery, performance management, and continuous improvement. Responsible for cross-programmatic grants implementation oversight (support to budget holders) and support to the Regional Director for investment and resourcing decisions and serving as the focal point for the fundraising and Finance teams.

Asia and African Partnerships (40%¹): Provide strategic and operational programme management guidance to regional leaders in the Japan & Southeast Asia Region and the Africa Partnerships region, with a focus on:

- Assessing the programme management financial and human resource needs to support the delivery of the regional strategies by 2030; provide support with recruitment of Programme Management (PM) staff as needed, specific job-related training, and onboarding of new and existing PM staff as required.
- Supporting regional leaders (as needed) to set up cross-programmatic implementation plans across all systems and funding sources; support with financial and programmatic oversight, monitoring and reporting at regional level, as needed.
- Providing surge capacity to cover gaps in resources for urgent funder deliverables, until the structure of the regional teams is consolidated from a programme quality resourcing point of view. Surge capacity support is time-bound, proactively planned, and designed to transition sustainably to in-region capacity.

International programme management (30%)

- Provide oversight and, where needed, coordination of cross-regional grants implementation: as business partner to relevant global and regional programmatic leaders and fundraising colleagues, support/coordinate the planning, financial and programmatic monitoring, and closure of cross-regional and ClientEarth Group (CE Group) international grants (restricted and unrestricted), in close collaboration with relevant Regional/System programme management and fundraising colleagues.
- As business partner to the Chief Programmes & Impact Officer (CPIO), Global Programme Leadership Team (GPLT), and fundraising colleagues, hold accountability for the quality, coherence, and risk management of CE Group global grants implementation and investments across regions.
- Business partner with CPIO and Regional leaders on CE Group (and regional) investment and resourcing decisions; Collaborate with Finance Business Partners, fundraising, and Programme teams to align budgets and resources with strategic priorities, identify resourcing gaps, including under/over-spending and collaborate with relevant teams to address strategic misalignments.
- Co-design, mobilise, and lead the Programme Management Community of Practice (PM-COP), including programme management experts across all regions at ClientEarth; the PM-COP will be focused on best practice and continuous improvements, and on promoting professional development across the team by encouraging a culture of continuous learning, facilitating access to training, and guiding individuals to identify and pursue meaningful growth opportunities in line with objectives.

¹ Exact split to be agreed on a six-monthly basis

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- Participate in and contribute to the development of the Programme Quality & Innovation function at ClientEarth, a function that brings experts from Impact & Learning, Programme Management, Innovation, Partnerships, and Alignment Projects together.

Programme quality practice: Alignment with organisational priorities (10%)

- In coordination with the Deputy Chief Programmes & Impact Officer (DCPIO) and the Impact & Learning team within the Programme Quality community, lead the implementation of programme management standards, tools, and templates ensuring they demonstrably improve programme effectiveness and accountability and work collaboratively with relevant regional staff to align with standards and processes agreed with CPIO, GPLT, Finance, and other relevant internal stakeholders.
- Act as business partner to the CPIO, DCPIO, and Regional Directors (through GPLT) to:
 - ensure robust processes are in place for programme planning, implementation, budgeting, risk management, and reporting, championing the use of tools and practices that enhance accountability and efficiency – in close collaboration with Strategy and Organisational Effectiveness Team - and building the evidence base for ClientEarth and partners' contribution to impact.
 - ensure effective monitoring of progress against strategic objectives, learning for action (in close collaboration with the Impact & Learning team, Innovation Lab, and Organisational Learning Matters colleagues) and ensuring the links to impact evaluation and programmatic sustainability.
 - Coordinate PM-COP insight and learnings, analyse and feed synthesis into strategy review processes at the regional and/or organisational levels as required
- Support the implementation of the decolonial partnership approach at ClientEarth and the robust implementation of aligned programmatic risk management approaches.
- Participate and contribute in cross-organisational fora (Annual Planning, Joint Risk Assessment Group, etc.) and ensure appropriate internal communications and knowledge management within the PM-COP.

Staff Management (10%)

- Oversee, review and, as appropriate, sign-off on the work of line managed staff
- Define, in collaboration with line-managed staff, individual work priorities and well-tailored and achievable work programmes, delegating tasks and responsibilities accordingly.
- Assess the performance of line-managed staff and provide constructive, regular formal and informal feedback on performance.
- Support the professional development of line reports through ongoing supervision, influencing them to take positive action and to be accountable for their work and contribution to the smooth-running of the organisation.
- Identify and resolve issues, conflicts, disciplinary matters as appropriate, in line with organisational policies, practices and values.

Location

The position can be located in London. Occasional travel (in line with our travel and environmental policies) will be required but this will be kept to a minimum, especially in the first year of the position.

Person Specification

Experience

Essential

- Advanced specialist expertise in programme or portfolio management of complex, multi-country initiatives in the non-for-profit sector;
- Strong financial and grant oversight experience (seven figures)
- Experience in programme strategy development, project-cycle management, and adaptive programming including mastery of a range of portfolio and financial management techniques in planning, staff resource management, implementing, monitoring, and reporting within a complex & dynamic environment
- Experience in data, context and stakeholder analysis, and reporting; data visualisation and presentation literacy
- Strong internal communications capability, with a track record in senior stakeholder influence
- Experience in development of teams and communities of practice
- Experience in having substantial autonomy in prioritising work;
- Substantial experience of day-to-day line management of a team, including remotely, and providing guidance and development opportunities to team members
- Strong understanding of monitoring, evaluation, and learning frameworks, including leading global learning initiatives and programmatic evaluations
- Strong understanding of equity-centred and decolonial approaches to partnership
- Experience of responding to competing deadlines and managing multiple tasks and priorities

Desirable

- Proven track record of working collaboratively and effectively with external organisations, for programmatic delivery purposes (e.g. NGOs, law firms, scientific, technical, and industry stakeholders) within different partnerships models, to achieve shared goals
- Experience in leading multi-regional, multi-cultural teams
- Experience in environmental or social justice organisations.

Key competencies

Essential

- Fluent ([CEFR level C2](#)) in English
- Excellent project and programme management skills including budget management and planning
- Ability to motivate individuals, influence key stakeholders, and build strong, effective alliances across multiple stakeholder groups

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- Effective collaboration skills, including active listening, the art of cooperation and compromise, networking, cultural competency, and ability to effectively convene, chair, and facilitate
- Excellent interpersonal and team management skills, with ability to foster positive working relationships with diverse internal and external individuals, for programme delivery purposes
- Proven facilitation and coaching skills in both online and offline spaces, using a range of tools and techniques that both strengthens relationships and drives results
- Excellent organisational skills and efficient management and prioritisation of multiple tasks and deadlines
- Strong problem-solving and strategic thinking capabilities
- Strong alignment with ClientEarth's values and commitment to our vision, and mission and equity, diversity and inclusion strategy objectives. This involves a commitment to a decolonial approach
- An interest in environmental and human rights issues

Desirable

- Ability to transform complex information into easy-to-understand communication
- Ability to travel approximately 2-3 times a year

Annex – Programme Quality function Organigramme

