

## **Job description**

### **Programme and Events Manager (2 year fixed-term)**

Based in the UK

#### **Company overview**

Our mission is to work for an equitable, inclusive and sustainable world. We serve this mission through the provision of international consultancy in health, social justice and social development, focusing on fragile and conflict-affected states, to ensure that our work reaches the world's poorest and most vulnerable people. We aim to practice business as a force for social and environmental good and expect all our employees, partners and suppliers to abide by our Code of Business Ethics.

With companies in the UK, Cyprus, Kenya, and Bangladesh, we have a portfolio of international development programmes as well as fund management responsibilities.

#### **Job context**

The primary focus of the role is the day-to-day management of contracts to deliver the secretariat functions of: the Global Education Evidence Advisory Panel (GEEAP) and the Building Evidence in Education (BE2) network. This comprises of various donor contracts, both from governmental and private sector foundations. The Programme and Events Manager will oversee the delivery of programmes, coordinating budgets, workplans, consultant management, and administration. The Programme and Events Manager will also work with the Team Lead to schedule and plan GEEAP and BE2 events such as the annual BE2 members meeting, the GEEAP panel meeting and participation in Education World Forum (EWF).

The Programme and Events Manager may be assisted in this by a Project Officer (tbc). The Programme and Events Manager will work closely with teams of staff and consultants based globally including the Team Lead based in the USA, and will report to the Gender and Social Development Head of Practice (based in the UK).

#### **Programme Management accountabilities**

1. Facilitate and coordinate ongoing planning processes, workplans, budgets and action plans for GEEAP and BE2
2. Create and maintain programme schedules and workplans according to contract requirements and escalate issues to senior team members when necessary. 3. In close collaboration with the Finance team, track and manage programme budgets according to contract requirements.
4. Maintain and report contract progress, risks and issues to the central MannionDaniels Operations and Practice team on a quarterly basis, using the companies standard project tracking toolkit. Implement MannionDaniels' Standard Operational Procedures for planning, procurement, mobilisation and payments.

5. Support the Team Lead to effectively deliver the programmes, keeping deliverables on track and being proactive in communications, scheduling, contracting, monitoring and delivery.
6. Support the Team Lead with key donor communications and strategic thinking, by providing key programme data and analysis.
7. Coordinate inputs across multiple technical/delivery teams, including external partner and consultant contributions.
8. Coordinate duty of care procedures and risk mitigation with staff and consultants prior to travel.

### **Event Management accountabilities**

1. Lead on the organising and management of events, including online events, as and when required Keep the GEEAP events tracker updated and share regular event planning updates with the Secretariat
2. Updated event tracking report with participation after each event
3. Input into regular project check-in tracker

### **Other accountabilities**

1. Collect, analyse, and report data to key stakeholders, donors, and partners.
2. Promote knowledge sharing and best practices across programmes and within the organisation.
3. Support wider business development within MannionDaniels (up to 20% of role, depending on needs and time)

### **Person specification**

In your cover letter, please specifically address how you meet these essential specifications. Please do not apply unless you fulfil these essential specifications needed for the job. Please do not apply unless you have the right to work in the UK.

- Educated to degree level or equivalent in a related subject
- Minimum of 4 years' experience of setting up, administering and coordinating projects or logistical mechanisms and processes with an international development
- Previous proven experience of organising large-scale international events
- Previous experience in the education sector
- Demonstrated ability to multi-task and organise multiple projects, with strong attention to detail
- Demonstrated experience of budgeting, work planning and contracting
- Proven ability to operate in a team environment liaising with diverse teams in an international setting
- Excellent client management and communication skills

- Proactive attitude, with ability to use own initiative, problem-solve, prioritise, and work under pressure to achieve results
- Good familiarity with Microsoft Office and online management systems
- Fluent written and spoken English, and good familiarity with Microsoft Office and online management systems

### **Reporting and organisation**

This is a mid-level position with salary dependent on qualifications, and benchmarked according to other MannionDaniels salary levels. Flexible working arrangements considered. Occasional international and national travel will be required.

This is a full-time position based in the UK, with remote working possible but with regular travel to the Bath MannionDaniels office to interact with team members (frequency to be agreed during recruitment).

### **Application**

Please submit a CV and a cover letter, where the cover letter which specifically addresses the essential specifications for this role to [careers@manniondaniels.com](mailto:careers@manniondaniels.com)

**Closing date** for applications is Friday 10<sup>th</sup> January, 2pm UK time.