



Programme Development Manager (Impact and Influence)

Candidate Information Pack

Closing date: 12th May 2026

The Basics

- Programme Development Manager.
- £31-35,000 (depending upon experience), 37.5 hours, permanent role.
- Reports to the Director of Impact and Influence.
- Home-based with occasional travel both within the UK and overseas.
- Applicants must have the right to work in the UK.
- Benefits incl: 25 days holiday + paid BH, up to 5% matched pension contributions, employee wellbeing services, 2 wellbeing days and an annual Habitat Day.



About Habitat for Humanity GB

Habitat for Humanity Great Britain (Habitat GB) is part of the international Habitat for Humanity network, tackling housing poverty around the world. Decent and affordable housing is about much more than four walls and a roof – housing intersects with critical development issues, including gender equality, human rights, and climate change.

You can find out more about our work at:
<https://www.habitatforhumanity.org.uk>



About the Role

The Programme Development Manager will design and support the monitoring and reporting of the institutional and statutory stream of our global and domestic programmes. Your role will span three key areas:

- Partnership and Proposal Development, developing partnerships and delivering compelling propositions to expand our existing donor-base and programme reach.
- Managing and supporting the delivery of impactful projects.
- Collaboration across Habitat GB and our wider Habitat network.

Your focus and responsibilities include..

- Scoping funding and partnership opportunities and engaging with existing, new and potential institutional donors and programme partners.
- Leading the proposal development and submission process of high-quality programmes.
- Supporting global National Offices to prepare and establish effective project management tools and mechanisms for grant set-up and project launches in close collaboration with HFHI.
- Conducting monitoring visits (if necessary) to projects, alongside the provision of distance monitoring, evaluation, accountability and learning (MEAL) and safeguarding support to National Offices and their partners.
- Support the timely transfer of funds to National Offices, tracking progress against expenditure, maintaining an excellent programme management oversight.



Your skills and experience

– we're looking for someone with...

- Proven experience of partnership building with UK institutional donors and in developing proposals and accompanying materials such as logical frameworks and Theory of Change models.
- Experience of developing and maintaining effective document management and information management processes.
- International programme management experience preferably in a development context.
- Excellent report writing and content development skills.
- Understanding of financial management processes, including excellent numeracy skills and proven ability to analyse budgets, project pipelines and financial reports).

If you're ready to use your experience, insight or passion to help break down barriers and make a real difference, we would love to hear from you.



Start your Habitat journey

- To apply for the role, please send us your CV and a supporting statement (max two sides of A4) telling us about the skills and experience you would bring to the role and your motivation for applying, using the following link <https://hr.breathehr.com/v/programme-development-manager-46408>
- Deadline for applications is Tuesday 12th May 2026 (at 11:59 pm).
- We plan for interviews to take place 21 – 22nd May. Interviews may be held online, or in person in Romford, London (please note that we do not reimburse any expenses incurred during interviews).
- If you have any questions about the application process please contact recruitment@habitatforhumanity.org.uk.