

Programme Manager (3 days per week)

Department	Programmes and Partnerships
Location	FIGO House, Waterloo Court, 10 Theed Street, London, UK
Salary	£45,444 - £53,000, dependent on experience (Band C)
About FIGO	<p>FIGO Every year, hundreds of thousands of women die from causes that are preventable. FIGO, the International Federation of Gynecology and Obstetrics, brings together expertise globally to address this. We are the world's largest alliance of professional societies of obstetricians and gynecologists, working across more than 142 countries to improve the health, rights and lives of women and girls globally. We work through obstetricians and gynecologists and their professional societies, supporting them to advance high-quality reproductive and maternal healthcare by strengthening health systems, influencing policy and raising the standards of practice in their countries. At global level, we harness clinical knowledge to produce global evidence and standards on women's health.</p> <p>Programmes and Partnerships Department The Programmes and Partnerships Department secures and manages FIGO's institutional donor funding, which comes from bi-lateral, multi-lateral and philanthropic trusts and foundations. We develop partnerships with donors and ensure FIGO's global women's health programmes have the best possible impact for women and girls, and the governments, health systems and health workers which serve them. The team currently manage a portfolio of programmes and projects focussed on maternal and newborn health and reproductive health in sub-Saharan Africa and South Asia.</p>
Purpose of job	<p>FIGO's Programme Managers are responsible for ensuring FIGO project(s) are delivered to the highest quality and deliver the best possible impact for women and girls. The Programme Manager will manage project(s) across the full project lifecycle, from contracting and start-up to delivery, reporting, and close-out.</p> <p>Whilst Programme Manager's work flexibly across FIGO's portfolio of projects, this role will spend the majority of its time managing our Advocating for Safe Abortion (ASA) project. ASA is a multi-country initiative in Francophone West Africa that is now entering its seventh year. The project works with national professional societies of obstetricians and gynecologists to establish them as credible, effective leaders on sexual and reproductive health and rights, driving changes in policy, clinical practice</p>

	<p>and societal attitudes. The project has demonstrated significant impact across multiple countries and holds strong credibility with Ministries of Health and civil society partners across the region.</p> <p>Under the current project, three current country partners are transitioning to a graduated support model, reflecting the depth of capacity built over many years, while the project simultaneously expands into Guinea and the Central African Republic. Immediate priorities for this role include managing this transition thoughtfully, deepening engagement in Togo and Guinea, and launching the project effectively in CAR. Alongside this, the role will strengthen the regional Community of Practice — a growing partnership network health care providers across 20 countries — and drive forward efforts integrating comprehensive abortion care into medical and midwifery curricula across the region.</p> <p>This is a part-time role at 3 days per week, initially contracted until January 2029. FIGO's Programmes and Partnerships portfolio is growing, and we anticipate opportunities to extend or expand the role beyond that.</p>
Reporting to	Senior Programme Manager
Posts that this role manages	This post may manage Project Officer(s)
Working hours	Part-time 22.5 hours a week excluding lunch breaks
Accountabilities and deliverables	<p>Project Delivery and Implementation</p> <ul style="list-style-type: none"> • Lead the day-to-day management and implementation of assigned projects, ensuring activities are delivered in line with agreed workplans, timelines, budgets and contractual requirements. • Provide support to national societies in the development and implementation of advocacy strategies and plans. • Work closely with partners to coordinate project implementation, monitor progress and address operational challenges to ensure successful delivery of project outputs and outcomes. • Develop and maintain detailed project plans and annual workplans, monitoring implementation of activities and ensuring progress against milestones and deliverables. • Identify, monitor and mitigate project risks, escalating to the Senior Programme Manager, and supporting partners to manage risks effectively. • Ensure project(s) have sufficient technical support, including coordinating technical inputs from FIGO committees, or recruiting and managing consultants. <p>Partner Management and Coordination</p> <ul style="list-style-type: none"> • Manage relationships with national professional societies and other project partners, supporting effective collaboration and communication. • Provide support and advice to partners to comply with partnership agreements, donor requirements and organisational policies. • Provide guidance and support to partners on project management, risk management, reporting and monitoring processes. Identifying capacity strengthening needs and coordinating technical or operational support to partners, where needed.

	<ul style="list-style-type: none"> • Facilitate collaboration and peer learning between National Professional Societies. <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Support the implementation of project monitoring, evaluation and learning frameworks and plans. • Oversee collection and reporting of project data in collaboration with partners, ensuring use of gender-disaggregated and equity-sensitive data. • Work with the MEL Manager to use project data to monitor performance and inform project management decisions. • Contribute to project learning processes, documentation of results and communication of project evidence and learning. <p>Grant and Financial Management</p> <ul style="list-style-type: none"> • Manage project grants and contracts, ensuring compliance with donor agreements, and working with colleagues internally to establish systems and processes needed for contractual compliance. • Write and coordinate donor narrative reports, ensuring high-quality and timely reporting. • In collaboration with the Project Accountant, develop and manage project budgets and financial reports, continuously monitoring FIGO and partner project expenditure against budgets and forecasts. • Coordinate financial support partners to ensure appropriate financial management and contractual compliance. <p>Communication and Knowledge Sharing</p> <ul style="list-style-type: none"> • In collaboration with communications and advocacy colleagues, support the documentation and dissemination of project learning, including capturing gender-related insights and lessons. • Identify opportunities to share learning including at FIGO Congresses and other global health events, supporting the development of abstracts and presentations. <p>Partnerships and Funding</p> <ul style="list-style-type: none"> • Support the Senior Programme Manager to grow the programme, including establishing FIGO's profile, identifying, engagement and pre-call positioning with funders and partners. • Participate in or facilitate project design processes and contribute to the development of funding proposals through conducting research and writing. <p>Team and Department</p> <ul style="list-style-type: none"> • Line manage Project Officers, setting objectives, providing regular coaching and supervision, conducting appraisals and support professional development • Support staff wellbeing and foster a positive and collaborative culture in the Programmes Department. <p>Given the nature of restricted funding, and the varying size of the size of projects FIGO manages, the Project Manager may manage a single project or several smaller projects.</p>
<p>General Responsibilities</p>	<ul style="list-style-type: none"> • To adhere and comply with FIGO Policies and Procedures • To contribute to the work of the department and/or team and FIGO

	<ul style="list-style-type: none"> • To travel to / attend meetings and events (and represent FIGO at external meetings and events if required). • The above list of responsibilities does not define or limit the work which you are employed to do and you may be required to do any work within your capability which FIGO requires of you from time to time <p>N.B: This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the job holder.</p>	
Name of Job Holder	Signature	Date of Agreement
Person Specification	<p>Experience</p> <ul style="list-style-type: none"> • Experience of managing institutionally funded (bi-lateral, multi-lateral, philanthropic foundations, and trusts) projects across the full project lifecycle, in global health or international development • Experience of managing projects with an advocacy focus, or strong advocacy component • Experience of developing and implementing monitoring, evaluation and learning frameworks on donor funded projects. • Experience of managing projects across multiple partners and countries, including coordinating a diverse range of stakeholders • Experience of managing project budgets, financial monitoring and overseeing partner financial reporting. • Experience of supporting the design of projects and development of funding proposals. <p>Knowledge, Skills and Attributes</p> <ul style="list-style-type: none"> • Fluent in English and French (written and spoken) • Skilled in project management, preferably with a project management qualification. • Excellent written and verbal communication skills, including drafting high-quality reports and documentation. • Excellent donor and stakeholder relationship management skills. • Strong organisational skills and attention to detail, with the ability to manage multiple workstreams simultaneously. • Strong analytical and problem-solving skills, including the ability to identify risks to projects and implement solutions. • Collaborative and solutions-focused approach, with the ability to work effectively across teams and with international partners <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working on sexual and reproductive rights or similar issues • Experience of working or living in West Africa • Experience of working with gender-sensitive or inclusive approaches in global health or development programmes. 	