

Job Description

Job title:	Programmes Administrator
Reporting to:	Programmes Manager
Location:	Central London (Holborn Office) / Hybrid Working
Contract type:	Permanent & Fulltime (35 hours per week)
Salary:	£28,600-£30,500 pa depending on experience

About IHP

Most of us can readily access the medicines we need. But around the world, many easily treatable diseases can mean chronic pain, poor quality of life or even a death sentence. International Health Partners (IHP) helps people in hard-to-reach, vulnerable and disaster-hit communities get better access to medicine. We coordinate the safe and responsible donation of medicines and health care supplies to where the needs are greatest, saving lives and preventing avoidable suffering.

In the last three years, IHP have supported over 54 million patients and vulnerable communities around the world – places such as Yemen, Ukraine and Gaza. We've sent medicine worth well over £56 million, changing lives and impacting futures. We run multiple partnerships to support this work – with pharmaceutical companies who donate medicines, our logistics partners who help us warehouse and ship the medicines overseas and finally our valued NGO partners and individual medics delivering healthcare to those who need it. Together these partnerships enable medicines to reach those in need.

Our Christian faith underpins all that we do. It motivates us to care for those in need, and give our best in all circumstances, as an expression of God's love. We believe that everyone, regardless of their age, gender, disability, religion or ethnicity, should be able to access the medicines they need.

Overview of the role

The Programmes Administrator is responsible for administrative functions across key programmatic areas and provides general administrative support to the Programmes Team. This role involves close collaboration with colleagues, particularly in the Corporate Partnerships, Logistics, and Compliance teams, to ensure the efficient and effective placement of medicines and medical supplies in compliance with regulatory guidelines and best practices.

Additionally, the role provides administrative support for cross-team activities such as fundraising and communications, as well as for organisation-wide initiatives. This position is ideal for someone with strong administrative skills who is seeking a program-facing role in a dynamic and supportive environment.

Responsibilities

- Work closely with the wider Programmes team to support internal operational processes that match product offers, partner needs and overall stock management.
- Liaise with programme partners on product offers, responses, allocations and shipments.
- Support the tracking and collating of feedback reporting from programme partners.
- Carry out background research on potential new partnerships and respond to partnership enquiries.
- Provide administrative support in IHP's response to humanitarian crises.
- Maintain internal systems, records and appropriate compliance processes including due diligence.
- Provide general administrative support to the Programmes team such as setting agendas, taking minutes, and supporting preparations and follow-up from partner visits.
- Provide administrative support to cross-team activities such as fundraising and communications, and to organisational-wide initiatives.
- Collate information from programmes and partners e.g. supporting the development of programme, partner and country profiles, annual partner survey results.
- Support research for organisational learning, particularly around global health and humanitarian response.
- Ensure GDP (Good Distribution Practice) compliance as it relates to appropriate areas of responsibility - training will be provided.
- Other tasks and duties at the direction of the line manager.

Context of this this role

Our Christian Ethos

All our staff regularly spend time together praying for IHP's work. Our occupational requirement necessitates that the successful candidate will have a personal commitment to the Christian faith and actively support IHP's Faith Statement.

Our Policies and Procedures

You will need to understand and comply with our policies, including Safeguarding and Data Protection. You will be provided with appropriate training and resources to fulfil the tasks and responsibilities effectively. IHP is an Equal Opportunities Employer.

Person Specification

Knowledge and experience

- Experience of administration and record-keeping
- Experience of working with data and systems
- Experience of managing relationships with external stakeholders (*Desirable*)
- Understanding of the international development, humanitarian or global health sectors (*Desirable*)

Skills and attributes

- Committed to IHP's Christian Ethos and values
- Highly organised, efficient, and self-motivated
- Excellent administration skills and enjoys administrative tasks
- A commitment to accuracy, numeracy and excellent attention to detail
- Strong problem-solving skills
- Excellent written communication skills
- Ability to work with competing priorities, deadlines and targets
- Strong interpersonal skills and ability to adapt as part of a small team
- IT literate in all major Microsoft Office applications
- Ability to work within a regulatory/compliance framework
- Willingness to work flexible hours as needed including some evening or weekend work
- Willingness to learn and grow in the role