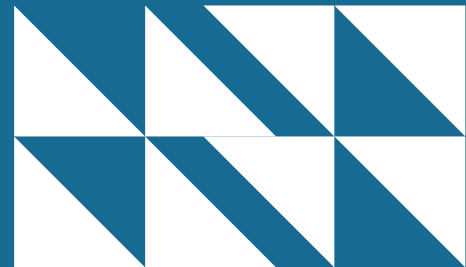


# We're hiring!

 **JOB PACK**



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Thanks for your interest in working at THET.  
This job pack provides you with everything you need to  
know to apply for this role and what it means to work at  
THET.

**PROGRAMMES MANAGER**



## JOIN OUR TEAM!

### **About the Tropical Health and Education Trust (THET)**

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at [thet.org](https://thet.org)



# OUR VALUES

1



**Partnering through collaboration**

2



**Partnering with respect**

3



**Partnering with integrity**

4



**Partnering through learning**

## WHY THET?

# Here are four things to be excited about:

- Being at the heart of the global health partnership community, supporting UK NHS and other health workers to volunteer internationally.
- A broad grants management portfolio, working across several themes and countries across sub-Saharan Africa
- A chance to oversee inputs from a diverse team in order to manage programmes, including overseas staff, M&E colleagues and academic implementing partners.
- Take on a leadership role within THET, contributing towards the strategic direction of the organisation.



## JOB SPECIFICATION

|                    |   |
|--------------------|---|
| Hours              | 37.5 hours per week   |
| Reports to         | Head of Programmes  |
| Line Management    | At least one Programmes Coordinator   |
| Location           | UK-based, working from home with access to an office in London.<br>Quarterly in-person team meetings, with likelihood of travel to Africa and Asia. |
| Salary             | £42,396   |
| Length of Contract | FTC until December 2025   |



## WHAT IS EXPECTED OF YOU IN THE FIRST SIX MONTHS?

- You will take on the management of at least one UK Government-funded health partnership grants programme operating across a range of countries in sub-Saharan Africa.
- This includes running the grants selection, award, contracting and onboarding process
- You will take over project governance structures, managing the inputs of programmes team members, Country Directors and implementing partners.
- You will organise and attend a programme launch event in-country, as well as visit health institutions in sub-Saharan Africa.



# KEY RESPONSIBILITIES

## **Programme Management**

- Coordinate staff and implementing partners to ensure the timely completion of deliverables.
- Quality assure the application of THET's grant management processes by other team members.
- Ensure compliance with donor/country agreements, regulations and requirements.
- Identify, track and manage programmatic risk.
- Ensure effective communication with partners, donors and other stakeholders.
- Oversee project budgets, including monitoring spend against budget, undertaking re-forecasting, and authorising spend.
- Oversee the quarterly reporting process to donors.
- Coordinate and support workstream leads within the project.

## **Programme quality and design**

- Contribute to the design of new projects: co-ordinating the proposal team; overseeing a needs analysis; liaising with stakeholders; contributing to a Theory of Change; developing content; and developing the budget.
- Develop and nurture relationships with potential and existing donors, partner organisations and consultants as appropriate.
- Contribute to the design and improvement of project and health partnership quality programme approaches, including standards, processes, tools and guidance.
- Contribute to the delivery of capacity development interventions for grant holders and THET staff.



# KEY RESPONSIBILITIES

## **Monitoring and Evaluation**

- With support from the Research, Evidence and Learning team, oversee Monitoring and Evaluation processes for the programmes you lead, e.g. logframe and reporting mechanisms
- Lead the quarterly and annual reporting and analysis review process with institutional donors.
- Write project reports and programme reviews, and coordination of donor reporting as appropriate.
- Ensure grant holders have effective M&E plans in place and coordinate the review of their reports.
- Coordinate visits to project implementation sites for monitoring and audit purposes.
- Facilitate learning and sharing of good practices across programmes and the wider organisation.

## **Team Support and Line Management**

- Line manage members of the Programmes Team (1-2 Programmes Coordinators).
- Oversee the contracting, payments and deliverables of in-country consultants and other suppliers.
- Lead the induction process for new Programmes Team members and other THET staff when required.
- Work with colleagues from across the team to identify areas for improvement and strengthening.

## **Miscellaneous**

- Attend and present THET's work at UK and international events, including the THET annual conference.
- Join your choice of THET's and external thematic working groups, such as on gender equality and social inclusion, on the climate crisis, etc.
- Contribute to the strategic direction of THET and play a leadership role in the Programmes Team





# PERSON SPECIFICATION

| Person specification  | Essential   | Desirable  |
|-----------------------|---|--|
| <b>Qualifications</b> | A Bachelor's Degree in a relevant discipline such as International Development or Public Health   | A Master's degree in a relevant discipline such as International Development or Public Health.<br><br>A qualification in project management.   |
| <b>Experience</b>     | Management of complex programmes within global health<br><br>Provision and oversight of grants to other organisations<br><br>Developing and cultivating relationships with donors, partners and other stakeholders<br><br>Proposal development<br><br>Experience with bi- or multi-lateral donor requirements, particularly UK Government<br><br>Budget preparation, tracking and monitoring<br><br>Delivering written and verbal communications to a range of audiences<br><br>Monitoring and evaluation and/or research.<br><br>Report writing for institutional donors | Living or working in LMICs.<br><br>Developing systems/ tools to support programme management.<br><br>Volunteer management including logistics.<br><br>Working closely with country teams to deliver strategic plans and manage risks |



# PERSON SPECIFICATION

| Person specification | Essential  | Desirable   |
|----------------------|--|---|
| <b>Knowledge</b>     | <p>Excellent understanding of international development and global health issues, preferably in the African context</p> <p>Knowledge of issues relating to health workforce capacity development in low- and middle-income countries</p> <p>Knowledge of full project management cycle.</p> <p>Awareness of Monitoring and Evaluation principles.</p> <p>Understanding of the grant management cycle</p> | <p>Knowledge of donor trends and interests</p>  |
| <b>Skills</b>        | <p>Excellent interpersonal skills and confidence in dealing with UK and overseas partners as well as senior staff from diverse organisations.</p> <p>Excellent command of written and spoken English.</p> <p>Well-developed IT skills and competence in Microsoft Word and Excel.</p> <p>Excellent time management skills and ability to manage competing deadlines.</p>                                 | <p>Ability to analyse, synthesise and communicate complex issues in a clear manner.</p> <p>Ability to undertake desk-based research related to global health themes.</p> <p>Confident in the capacity development of others</p> |



# PERSON SPECIFICATION

| Person specification | Essential   | Desirable |
|----------------------|---|-----------|
|                      | <p>Team player able to work independently when required and to manage a diverse and heavy workload.</p> <p>Attention to detail.</p> <p>Financial management</p>   |           |
| <b>Values</b>        | <p>Strong commitment to THET's cause and values.</p> <p>Highly motivated self-starter.</p> <p>Flexible and adaptable.</p> <p>Intercultural sensitivity and awareness.</p>   |           |
| <b>Other</b>         | <p>The candidate must be willing to travel overseas up to 10 weeks per year.</p> <p>The candidate must be willing to work in insecure areas and travel to rural areas.</p> <p>A commitment to matrix working.</p> |           |



# PROGRAMMES MANAGER

## What we offer

- Flexible working hours
- Hybrid working arrangements, with access to a coworking space in Liverpool Street
- Enhanced Maternity and Paternity leave benefits
- Confidential Employee Assistance Programme
- 25 days annual leave plus three days off between Christmas and New Year
- Annual learning & development allowance
- 5% employer pension contribution when an employee contributes 3%.
- Cycle to work scheme
- A friendly, supportive work environment.

## How to apply

Candidates can apply by submitting a two-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person's specification.

This letter should be submitted with a CV to [jobs@thet.org](mailto:jobs@thet.org) by midnight **Wednesday , 15th May**, with 'THET Programmes Manager' in the subject line. Applicants must be available for interview and assessment over the following two weeks.

THET is an equal-opportunity employer, and any form of canvassing will lead to automatic disqualification.

This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.