



Head of Programmes

Just a Drop

September 2024



About Just a Drop

Just a Drop works at a grassroots level with our country partners to support communities around the world with access to sustainable safe water solutions, sanitation facilities and knowledge of safe hygiene practices.

We implement projects which best suit a community's specific needs, and take into account local water availability, geography, infrastructure, economic conditions and culture. Projects can include the construction of hand-dug or drilled wells, pipelines, sand dams, rainwater harvesting systems and latrines, and hygiene and sanitation programmes including menstrual health. With a commitment to sustainability, we work with a range of stakeholders, including local governments, other NGOs, schools, health centres and the communities themselves to strengthen existing structures, backed up by robust MEL systems to enable access to safe and sustainable water, sanitation and hygiene.

We have reached almost 2 million in 33 countries since we began in 1998, working exclusively in partnerships with one or more local NGO's in each country. Our project work is currently focused in Cambodia, India, Kenya, Nicaragua, Uganda and Zambia and we are about to start working in Tanzania however all of our team are UK-based. Our strategy in each country is in line with our country partners and that of their government. Within the WASH programme projects include work on livelihoods, gender equality and the environment and we adopt a systems-strengthening approach to maximise sustainability. Over the past three years, we have seen exponential growth and last year's income was over £1.2 million.

Sustainability sits in the DNA of Just a Drop's operations. Our work contributes to Goal 6 of the United Nation's Sustainable Development Goals and impacts a further 11 Goals. We are committed to measuring and publishing our carbon data, with an aim to reducing our emissions year on year to reach Net Zero by 2040. Where possible, programmes are designed to incorporate climate resilience, adaptation and mitigation measures.

Our Vision We want to see a world where everyone has clean water and adequate sanitation, and the increased health and prosperity this brings.

Our Values

Personal - Just a Drop cares passionately about the positive impact it creates and we want you to feel the same, contributing and being part of this journey to support communities across the world with a personal touch in everything we do.

Collaborative- Just a Drop believes that success is best achieved by everyone making their important contribution and playing their part

Sustainability – Sustainability sits in the DNA of the organisation, its key to achieving success in the long term for our communities, local partners, stakeholders and the organisation

Inspiring- Just a Drop started from a simple concept that if everyone gave a little, collectively, we could make the world of difference, we want to continue to inspire action to improve lives and livelihoods and create a healthier world

Always Learning- Just a Drop strives to constantly improve, learning from and sharing with others, demonstrating a level of professionalism and integrity that engenders trust.



About the role

The Head of Programmes leads the design, implementation, and evaluation of all Water, Sanitation, and Hygiene (WASH) projects within Just a Drop. This senior leadership role requires a visionary leader with strategic thinking, programme management expertise, and a deep commitment to improving WASH services in underserved communities. The ideal candidate will ensure that all programs are aligned with the organisation's mission, are sustainable, and have measurable impacts. The role is supported by a team of (UK Based) 3 staff and 11 volunteers with significant experience: hydrogeologists, engineers and WASH experts who give technical advice, and help with monitoring and partnership building.

Key Responsibilities:

1. Strategic Leadership:

- To lead the development and implement the overall strategy for WASH programmes in line with the organisation's mission and goals.
- Provide leadership in the formulation and execution of strategic plans, ensuring that programmes are scalable, sustainable, and effective.
- Contribute to strategic development of organisation to ensure effective decisions, systems and processes in place to support programming operation as well as the overall organisation.
- Working within the existing agreed strategy, work with the team to develop a new three-year strategy for 2025-28
- Working closely with the Head of Fundraising and Communications, assist with the identification and pursuit of funding opportunities, including some donor engagement and partnership development.
- Present at quarterly trustee meetings and submit quarterly programmes management reports and lead and report on regular programmes team meetings.

2. Programme Management:

- Oversee the planning, implementation, and monitoring of all WASH projects, ensuring they are delivered on time, within budget, and meet quality standards.
- Directly manage one of Just a Drop's Country WASH programmes according to individual's particular skill sets.
- Line manage a team of programme managers and oversee volunteer technical experts, including engineers and hydrogeologists, providing guidance, support as needed, and professional development opportunities.
- Ensure that all programmes adhere to local, national, and international regulations and best practices and incorporate Social Behaviour Change throughout.

3. Monitoring, Evaluation, and Learning (MEL):

- Maintain robust MEL systems to track programme performance and impact. We are currently moving onto mWater for all our MEL.
- Oversee the analysis of programme data to inform decision-making and improve programme design and implementation.



- Produce high-quality reports and case studies that highlight programme outcomes and share lessons learned with internal and external stakeholders.

4. Stakeholder Engagement:

- Build and maintain strong relationships with key stakeholders, including country partners, government agencies, donors, community organisations, and beneficiaries.
- Support the fundraising team in promoting proposals for projects to larger donors and feeding back the impact once the project has been completed.
- Represent the organisation in high-level meetings, conferences, and forums related to WASH. Active collaboration in key WASH networks such as the UK WASH Network (BOND), the Rural Water Supply Network (RWSN) and the Sanitation Learning Hub (IDS)

5. Financial Management:

- Develop and manage the budget for WASH programmes, ensuring efficient use of resources.
- Work closely with the finance team to monitor expenditures and ensure financial compliance.
- Identify and mitigate financial risks associated with programme implementation.

6. Innovation and Capacity Building:

- Drive innovation in WASH programme design and delivery, exploring new technologies, methodologies, and partnerships.
- Develop and implement capacity-building initiatives for staff and local partners to enhance their skills and knowledge in WASH.
- Foster a culture of continuous learning and improvement within the programme team.

7. Safeguarding

Depending on experience, this role will also include an element of Safeguarding – either in an oversight capacity or as Safeguarding Officer.

Person specification:

Experience:

- Proven experience in a senior leadership role.
- Proven track record in designing, implementing, and evaluating complex WASH programmes in developing countries.
- Experience in managing multi-disciplinary teams across different locations.

Skills and Competencies:

- Strong leadership and management skills with the ability to inspire and guide a diverse team.
- Excellent understanding of WASH sector challenges, trends, and best practices with a particular focus on one WASH sub-theme.
- Strong analytical and problem-solving skills, with experience in MEL systems.



- Exceptional communication and interpersonal skills, with the ability to engage effectively with a wide range of stakeholders.
- Proficiency in project management tools and software.
- Fluency in English

Attitude:

- Passionate and enthusiastic about improving people’s access to WASH
- Positive and solution-focussed
- Willingness to travel as needed to project sites, including remote areas – up to 2 international visits of approximately one week each per year
- Ability to work under pressure and handle multiple priorities simultaneously.
- Commitment to the organisational values – learning, sustainability, collaborative, inspiring, personal.

Terms and Conditions

Job Title	Head of Programmes
Salary:	£48-£53k
Reports to	Chair of Trustees
Position Type:	Permanent, Full-time (35 hours per week)
Location:	Hybrid working with 2 office days per week (London and Dorset offices) There is scope for this role to be based in either the London or Dorset area, but please note that 1 day per week on average will be in the Dorset office.
Application Deadline:	Midday on 11 th October 2024
Benefits:	Flexible working arrangements 22 days leave with an additional day of leave per year of service (up to a maximum of 25 days) PLUS Christmas holidays closure period in addition to your annual leave Social events and team days