Job description

Job title

Senior Manager for Confederation of Meningitis Organisations (CoMO)

Full-time. Permanent

Purpose of the role

To provide senior operational leadership for CoMO, Meningitis Research Foundation's global member network. The role owns CoMO's strategy, operating model, partnerships, advocacy, governance support, funding and impact, and leads the team that delivers the day-to-day member experience. Working within the charity's Research and Services directorate, and closely with the Director of Research and Services, the role will translate the charity's strategic priorities into practical support, programmes and opportunities for CoMO members.

Reports to

Director of Research and Services

What you will be responsible for

Strategy and operational leadership

- Own CoMO's annual operating plan, translating organisational priorities into realistic workplans, budgets, risks, milestones and impact measures.
- Create annual CoMO communications plans, working with the Communications, Marketing and Fundraising directorate to implement these
- Prioritise activity so CoMO remains ambitious for members while being proportionate to the charity's capacity and resources.
- Lead change clearly, helping members understand CoMO's role, decision-making and offer.
- Champion member voice internally within the charity so that CoMO insight informs strategy, operating plans, communications, fundraising propositions, policy positions and impact reporting.
- Lead on hiring and management of contractors to deliver regional intelligence reports to inform and support CoMO activity

Membership strategy and development

- Own the membership strategy, including targeted recruitment plans, membership criteria, retention goals and growth in high-burden or under-represented countries. Evaluate and approve membership applications.
- Line-manage the CoMO Membership Senior Officer to implement the membership strategy and set clear priorities for the member journey, engagement programme, data quality and feedback.
- Build senior relationships with member organisations and resolve complex or sensitive member issues.
- Create safe, respectful and constructive routes for members to share feedback, raise concerns, suggest priorities and contribute to decision-making processes that affect the network.

Member learning and activities

- Set the direction and priorities for a practical programme of member learning, capacity strengthening and peer exchange; work with colleagues across Meningitis Research Foundation to ensure resources are accessible, culturally appropriate and practical.
- Identify and promote opportunities for members to expand their activities, such as engaging with ministries of health, WHO country or regional offices, civil society coalitions, public health agencies, local awareness campaigns, advocacy initiatives, research engagement or funded member-led projects.

Lived experience

- Champion meaningful involvement of people affected by meningitis and ensure member insight informs the charity's research, services, policy, communications and fundraising.
- Support growth and use of Meningitis in Your Words as a global platform for lived experience, encouraging contributions from CoMO members and under-represented regions while ensuring appropriate consent, safeguarding and dignity.

Advocacy, partnerships and external representation

- Lead CoMO's contribution to the charity's global advocacy work, ensuring civil society and lived experience perspectives are embedded in the WHO Global Road Map to Defeat Meningitis by 2030.
- Work closely with policy, health insights, research and communications colleagues to deliver the Race to 2030 programme as a practical advocacy platform for CoMO members and wider civil society advocates.
- Maintain partnerships with WHO, UNICEF, Gavi, global and regional health bodies, civil society networks, funders and other organisations where CoMO members can add influence
- Represent CoMO externally within agreed authority at external meetings, recognising WHO leadership in delivering the Road Map while clearly articulating the charity and CoMO's contribution to advocacy, engagement, evidence and civil society mobilisation

World Meningitis Day

- Own the strategic objectives for CoMO member participation in World Meningitis Day and ensure activity supports wider awareness and advocacy goals.
- Work with Fundraising, Marketing and Communications colleagues to align CoMO activity with the organisation-wide campaign.
- Oversee the World Meningitis Day member advocacy fund or equivalent small-grants mechanism, including criteria, due diligence, learning and impact.

Governance, risk and assurance

- Support the Director of Research and Services as the principal senior-team link to the CoMO Advisory Council.
- Lead on preparation of high-quality Council agendas and papers to ensure appropriate evaluation and scrutiny of CoMO strategy, structure, performance, budgets, policies, member applications, engagement and risks, working with the Advisory Council Chair and CEO of Meningitis Research Foundation to maintain clear boundaries between Council remit and Meningitis Research Foundation responsibilities
- Own operational risk management for CoMO, including safeguarding, data protection, reputation, finance, partnerships, member conduct and delivery.

- Support governance requirements for the CoMO Americas 501(c)(3) entity with relevant advisers and internal teams.

Funding, sustainability and impact

- Develop fundable CoMO propositions with fundraising, finance and senior leadership, and contribute to proposals, budgets and donor reporting.
- Develop proportionate impact measures for CoMO's and monitor key performance indicators using member data, surveys, case studies and evaluation to improve the offer and demonstrate value.
- Ensure restricted projects are delivered to agreed quality, budget, timescale and reporting requirements.
- Support financial sustainability by identifying opportunities to reduce duplication, prioritise high-impact activity, secure restricted income and build long-term partner confidence in CoMO.

People management

- CoMO Membership Senior Officer.
- Consultants, freelancers, interns and volunteers delivering CoMO-specific activity where applicable.

Budget responsibility

- Manage CoMO programme budgets and monitor income, expenditure and variances.
- Lead annual budget-setting, reforecasting and donor budgeting for CoMO.
- Ensure spending is authorised, documented and compliant with charity and funder requirements.

Key relationships

- Director of Research and Services, Chief Executive, Head of Health Insights and Policy
- CoMO Advisory Council Chair and representatives.
- CoMO members and lived-experience advocates
- WHO and other global, regional and national health partners, civil society networks, academic partners and funders.

Person specification

Essential

- Experience of leading membership networks, civil society coalitions, patient organisations, advocacy networks or multi-country partnerships and strong understanding of how to support, engage and retain members
- Experience designing and delivering practical programmes that strengthen advocacy, awareness, capacity, collaboration or policy influence.
- Excellent stakeholder relationship skills, including the ability to build trust with small community organisations, lived experience advocates, senior partners, funders and technical experts.
- Strong programme management skills, including planning, budgeting, risk management, delivery, monitoring, reporting and continuous improvement.
- Experience supporting governance, committees, advisory groups or boards, including preparing papers, managing actions, clarifying decision routes and supporting constructive scrutiny.

- Excellent written communication skills, with the ability to turn complex information into clear, accessible materials for members, partners, funders and internal audiences.
- Strong facilitation and convening skills, including experience running webinars, workshops, member meetings or multi-stakeholder discussions across countries and time zones.
- Ability to work collaboratively across internal teams, balancing member needs with organisational priorities, budgets, staffing and risk.
- Commitment to meaningful involvement of people with lived experience and to equity, diversity, inclusion, safeguarding and respectful partnership.
- Good judgement, diplomacy and resilience, including the ability to manage sensitive issues, competing expectations and ambiguity in a global network setting.

Desirable

- People management experience
- Experience working with patient groups, survivor networks, bereaved families or people affected by serious illness.
- Experience of global health advocacy, WHO processes, national health planning, civil society engagement or policy-influencing activity.
- Experience working with organisations in low- and middle-income countries or lower-resource settings.
- Experience developing multilingual or culturally adaptable resources.
- Experience contributing to fundraising proposals, donor reporting, impact measurement or programme evaluation.
- Additional language skills, particularly French, Spanish, Arabic or other languages relevant to CoMO regions.

Success measures

- A clear, deliverable CoMO operating plan, budget, risk profile and impact framework are in place.
- The Director of Research and Services is well-supported in reporting to the CoMO Advisory Council, with meetings informed by clear papers, timely operational updates, accurate action tracking, strong member insight and effective communication with the Board and membership.
- Membership grows and is retained in line with agreed priorities, with stronger representation in under-represented and high-need countries.
- More members participate in advocacy, World Meningitis Day, Race to 2030, national plans work and lived-experience initiatives.
- Member voice demonstrably informs the wider charity's work and CoMO's value and impact is clear to members, partners, funders and governance bodies.
- The Membership Officer has clear objectives, effective support and the authority needed to run day-to-day membership operations.
- CoMO-related funding propositions and donor reporting are evidence-led and connected to measurable outcomes.

Location

Remote or Hybrid (Bristol Office)