



Every Child Deserves a Family
Making it Happen Since 2005

Lumos Foundation
3-7 Temple Avenue
London EC4Y 0DA

Job Description

Job Title:	Senior Programme Manager
Group:	Programme
Job Function:	Manager
Reporting to:	Director of Programme Delivery
Location:	UK – based (Lumos UK office, with hybrid working)
Working Pattern:	100% FTE, 12 months extension upon confirmation of funding
Salary:	£50,000- £55,000 Depending On Experience

About Lumos

Lumos Foundation works to realise every child's right to a family by transforming care systems around the world. Our vision is a world in which all children grow up in safe and loving families within supported communities.

Founded in 2005 by author J.K. Rowling, Lumos partners with governments, civil society and young people with lived experience to transform care systems globally and advocate for family-based solutions that help children thrive. We ensure that families receive the support they need to stay together or reunite, and that children grow up in family-based settings such as foster or kinship care, not institutions.

Despite clear evidence of the harms of institutionalisation, more than 5 million children worldwide continue to live in institutions. And a much larger number of children are at risk of family breakdown and separation – those living in poverty, experiencing domestic violence and abuse, and living in countries affected by conflict.

We are ambitious for children. In the next 10 years, Lumos will enable 500,000 children in care to return to family-based care and prevent 10 million children from experiencing family breakdown and separation – so that they can thrive in their own families. Working with local, national, and global partners, Lumos supports government-led transformation of child care systems across Asia, Africa, Europe, the Middle East, and Latin America- driving systemic and sustainable change.

Lumos' ambition for children is significant and will require the organisation and its partners to work in new ways – with a pace, drive and urgency that this moment demands – and that children everywhere deserve.

Lumos' success will continue to be based not just on what we do, but on how we do it – our values. We embrace collaboration. We strive for excellence. We show respect. We always care. And we are passionate. We are Lumos.

Find out more about Lumos and our work at wearelumos.org.

Job Purpose

The Senior Programme Manager is primarily responsible for coordinating the delivery of a major multi-country, multi-disciplinary and multi-year programme, ensuring it is delivered to a high standard, on time, within budget, and in full compliance with donor requirements. The post-holder will also coordinate the delivery of other Lumos projects as assigned, bridging the project teams within the Programmes and Advocacy function, the fundraising and the finance teams.

Reporting to the Director of Programme Delivery, the Senior Programme Manager provides day-to-day coordination, accompaniment and monitoring of assigned projects, bringing together project management, financial management, people management and monitoring, evaluation, accountability and learning (MEAL) expertise to ensure effective, accountable and evidence-based delivery.

The role works closely with Country Directors and country-based project staff, the Lead of Programme Quality and the global MEAL and Evidence function on technical and quality matters, the Institutional Funding and Fundraising teams on donor relations, proposal development and compliance, and the global Finance and People teams on financial and human resource management. Effective and timely coordination across these enabling functions is central to the role, at every stage of the project cycle. The post-holder will be expected to work adaptably across a portfolio of assigned projects, picking up or handing over responsibilities as individual projects start, evolve and close.

The Senior Programme Manager does not need to be a specialist in childcare reform, their main expertise is project management in international organisations, including complex multi-country and multi-year projects. They should bring transferable experience from a related field – such as child protection and rights, international development, education, WASH/sanitation, or health – together with strong, proven expertise in coordinating the delivery of large, restricted-funding projects.

Key Objectives

The job holder will have the following key responsibilities:

Project Coordination and Delivery

- Coordinate and follow up the day-to-day delivery of the major multi-country programme across all participating countries, ensuring activities are delivered on time, to a high standard, and in line with the approved workplan.
- Coordinate delivery across multiple technical disciplines and workstreams, ensuring coherence, effective sequencing, and strong communication between country teams and technical leads.
- Identify and proactively resolve delivery risks and bottlenecks, escalating issues to the Director of Programme Delivery as needed.
- Coordinate the delivery of other Lumos projects as assigned, applying the same standards of project, financial and people management.
- Maintain project workplans, risk registers, dashboards, logframes, delivery trackers, ensuring these are kept up to date and used to inform decision-making.
- Work closely with grant managers in the fundraising team who liaise with the donors of the projects within the portfolio of the Senior Programme Manager and with the relevant colleagues in the finance, operations and communications teams.

Financial Management

- Manage project budgets, including forecasting, monitoring of expenditure against budget, and preparation of budget realignments, working closely with the Global Finance team and country finance colleagues.
- Ensure full compliance with donor financial rules and regulations, including the grant requirements of institutional donors and other funders within their portfolio, and with Lumos' financial policies and procedures.
- Prepare and review financial reports for submission to the donor, ensuring accuracy, completeness and timeliness.
- Support country and programme teams to manage project-level budgets and expenditure, providing training and guidance as needed.
- Monitor the financial management and expenditure of any sub-awards, sub-grants or partner organisations delivering elements of the project, reviewing partner financial reports and supporting partner capacity strengthening as needed.

Task Management

- Manage and/or matrix-manage project staff across participating countries, providing clear direction, support and regular performance feedback.

- Foster a collaborative, inclusive working culture across the multi-disciplinary, multi-country project team.
- Support the recruitment, onboarding, and capacity development of project staff, addressing skills gaps through coaching, training and mentoring.
- Promote staff wellbeing and work with Directors and Heads of Department to ensure project staff are appropriately supported and supervised at country level.

Monitoring, Evaluation, Accountability and Learning

- Follow up the implementation of the project's MEAL plan, working closely with the Lead of Programme Quality and the global MEAL and Evidence function.
- Ensure robust project implementation monitoring systems are in place to track progress against the project's results framework and indicators, and that data is collected, verified and reported accurately.
- Liaise with grant managers within the Fundraising team to prepare high-quality donor narrative and results reports, ensuring findings and evidence are clearly and compellingly presented.
- Support the use of learning and evidence to inform adaptive management and continuous improvement of the project.
- Accompany periodic monitoring visits to project countries to verify data quality and progress against agreed indicators and targets.

Donor Compliance and Relationship Management

- Act as the primary internal day-to-day focal point on the major multi-country programme, ensuring compliance with all grant terms and conditions.
- Maintain effective working relationships with donor programme and grants management contacts, and with any consortium or partner organisations delivering the programme.
- Coordinate procurement, sub-award and partner management processes relevant to the project, and monitor partner and sub-grantee compliance with the terms and conditions of their agreements, providing guidance and capacity strengthening support as needed.
- Support audits and donor monitoring visits, ensuring project documentation and compliance records are complete and accessible.

Additional Responsibilities

- Contribute programmatic and financial expertise to the development of new project proposals and donor concept notes.

- Ensure compliance with, and effective implementation of, the organisational safeguarding strategy across all projects coordinated by the post-holder.
- Undertake international travel as required to support project delivery and coordination.
- Work adaptably across a portfolio of projects, taking on emerging assignments within the Programmes group as project needs and priorities evolve.
- Other tasks as reasonably required by the Director of Programme Delivery.

What Success Looks Like

- The major multi-country programme and other assigned projects are delivered to a consistently high standard, on time and within budget.
- Country teams, technical leads and enabling functions work together effectively, with clear responsibilities, strong communication and timely decision-making.
- Project plans, budgets, forecasts, risk registers, results frameworks and delivery trackers are accurate, up to date and actively used to guide delivery.
- Delivery risks, financial pressures and implementation bottlenecks are identified early and addressed or escalated promptly.
- Donor requirements are fully understood and met, with high-quality narrative and financial reports submitted accurately and on time.
- Evidence, monitoring data and learning are used to strengthen implementation, demonstrate results and support continuous improvement.
- Project staff and partners receive clear direction, practical support and appropriate capacity strengthening, contributing to an inclusive, collaborative and accountable working culture.
- Safeguarding, financial management, data protection and other organisational standards are embedded throughout the project cycle.
- Donors, partners and internal stakeholders have confidence in the quality, transparency and effectiveness of programme delivery.
- The post-holder responds constructively to changing priorities and enables the smooth mobilisation, transition and closure of projects across their portfolio.

Person Specification Criteria



Knowledge/Skills		
	Essential	Desirable
A university degree in a relevant field (e.g. international development, project management, finance) or equivalent professional experience.	x	
Demonstrated professional qualification and expertise in project management, including work planning, risk management, and multi-stakeholder coordination across countries and disciplines.	x	
Strong financial management skills, including budgeting, forecasting, expenditure tracking, and ensuring compliance with donor financial rules and regulations, preferably with experience of complex institutional-donor grant requirements.	x	
Strong analytical and problem-solving skills, with sound judgement and the ability to make timely, well-reasoned decisions. Excellent organisational skills, with the ability to work independently and manage multiple, competing priorities across several projects simultaneously.	x	
Fluent written and spoken English is essential; working knowledge of Spanish, Romanian, Ukrainian or Arabic is an advantage.	x	

Experience		
	Essential	Desirable
Significant experience (typically 5 years or more) coordinating the delivery of large (over £1 million/year), single or multi-country projects with	x	

restricted funding from donors such as USAID, FCDO, the Dutch Government, or major foundations.		
Strong task management experience, including managing or matrix-managing multi-disciplinary and/or multi-country teams.	x	
Strong monitoring and evaluation expertise, including results frameworks, indicator tracking, and donor reporting.	x	
Experience in a related sector such as child protection and rights, international development, education, WASH/sanitation, or health; specialist experience in childcare reform is not required.	x	
Experience managing sub-awards, sub-grants or partner organisations within a consortium or multi-partner project, including monitoring partner compliance with agreement terms and conditions and supporting partner capacity strengthening.	x	
Experience of developing and reviewing donor proposals and reports for institutional donors.	x	
Experience of implementing safeguarding, compliance and data protection policies.	x	

Personality/Characteristics		
	Essential	Desirable
Highly organised and detail-oriented, with a methodical approach to project, financial and risk management.	x	
A calm, solutions-focused approach, with sound judgement and decision-making ability, able to manage competing priorities and work effectively under pressure and to deadlines.	x	
An excellent communicator, able to work confidently with colleagues, donors and partners from a wide range of cultural and professional backgrounds, with sensitivity to diverse cultural contexts.	x	
A collaborative team player and a supportive, empowering people manager.	x	
Proactive and adaptable, able to work independently and adjust to shifting priorities across multiple, simultaneous projects.	x	

A commitment to accountability, learning, and continuous improvement.	x	
A genuine passion for Lumos' mission and values, and a commitment to the rights and wellbeing of children.	x	

Additional Information

Alongside the opportunity to contribute to a truly life-changing mission, you'll enjoy excellent benefits, a supportive and inclusive culture, and a genuine commitment to your personal and professional development. Some of the benefits we offer include:

- Direct impact on operational systems supporting our global mission, with exposure to senior decision-making during a transformative period
- Hybrid and flexible working
- 30 days' annual leave plus bank holidays
- Enhanced family-friendly leave (maternity, paternity, adoption, shared parental) and enhanced sick pay
- Competitive employer pension scheme
- Learning and development opportunities
- Access to our Employee Assistance Programme for confidential wellbeing support and advice

Safeguarding Statement

Lumos recognises that the rights of safety and security are aligned with its core mission for children, families and communities. Effective and robust safeguarding sit at the heart of our mission and values, and accordingly, Lumos is committed to ensuring the safety and protection of children and adults at risk in all of its work. We expect all staff, associates and volunteers to share this commitment. Lumos has a zero-tolerance approach towards all forms of abuse, bullying, harassment and sexual exploitation. Lumos is a member of The Misconduct Disclosure Scheme and will carefully screen all applicants. Offers of employment are subject to checks and suitable references.

All staff and associates must:

- Carry out all duties with an awareness and understanding of Lumos safeguarding and PSEA requirements
- Ensure work complies with all safeguarding and PSEA policies and procedures
- Ensure that their behaviours and actions support the safeguarding of children, young people and adults at risk as appropriate.

Equality, Diversity and Inclusion Statement

Lumos is wholly committed to equality, diversity and inclusion and against all forms of discrimination.

We are committed to creating and sustaining a positive working environment that encourages, supports and gives a voice to all, so that we can best support the children we serve.

We must ensure that all staff are equally valued, included, empowered and respected across the organisation and in everything we do. Lumos is fundamentally built on diverse, multi-national and multi-cultural teams.

This is something we cherish as a key strength and an integral part of our identity. Our organisation values and celebrates the diversity, culture and experience of each member of staff, provides equality of care, and support to everyone.

We pledge to listen carefully, to educate ourselves continually, to promote open dialogue, and to seek out and deal with discrimination and prejudice wherever it occurs in Lumos.

Our Values

Children are at the heart of everything we do. Every child needs love and care in order to flourish – and we're proud that this is reflected in the values we hold within our organisation. We want to see all children grow up in safe and loving families. Our core values drive us forward in our vision, underpin every aspect of our work and strategy and are critical to helping us maintain a thriving and effective organisation. By making sure every individual feels valued and empowered, we can bring about the very best outcomes for the children we serve.

- We embrace **Collaboration**
- We strive for **Excellence**
- We show **Respect**
- We always **Care**
- We are **Passionate**

Privacy

Please visit wearelumos.org/privacy-policy for information on how we manage your data.



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