

Senior Programme Officer

Recruitment Pack



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Lusiana lives in a community vulnerable to climate change in Fiji. The disaster preparedness and response planning in her village has been inclusive.

CBM UK

www.cbmun.org.uk 0800 567 7000

Charity Registration No 1058162 (England & Wales) SCO41101 (Scotland)

Working with a supportive, flexible employer

Thank you for your interest in joining the CBM UK team.

At CBM UK, you would be joining a very supportive and collaborative community, working with a team who are incredibly friendly and passionate about their work. The wellbeing of our team is central to how we work. We encourage a healthy work-life balance, offer flexitime and up to 50% working from home. Our team benefit from excellent personal development opportunities and we can offer the chance to undertake fully paid training or study.

CBM UK's main office is in central Cambridge. We have a wonderful and accessible modern office building which is located nearby to Stourbridge Common and the River Cam.

Respect and compassion are at the heart of all that we do, and this reflects in our culture. We are an organisation based on Christian values welcoming staff of all faiths and none. It's the basis of why we do what we do, striving to build a just and equitable world in which all people are included, loved, valued, and respected. We do not proselytise, and we work with partners of all faiths and none according to the greatest need.

We are part of the UK Government Disability Confident Scheme as a Disability Confident Employer. We are working towards moving to the highest Disability Confident Scheme level of Disability Confident Leader.

Disability Confident organisations play a leading role in changing attitudes for the better. They're changing behaviour and cultures in their own businesses, networks and communities, and reaping the benefits of inclusive recruitment practices.

Who we are

For over 115 years, CBM has been transforming lives around the world. We work with local partners, making sure people with disabilities in some of the world's poorest communities have access to healthcare, education and a future when they can thrive. And when a disaster strikes, we're there providing emergency relief and support to people with disabilities and helping communities recover and rebuild.

With 42 UK staff, we're part of a Global Federation working in 29 countries. This is a truly exciting time to join us as we embark on an ambitious new strategy, as we fight to end the cycle of poverty and disability.

Our Vision & Values

Our vision is an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

We Champion Inclusion

We challenge discrimination and embrace diversity. We work with people of all faiths and none and we strive to build a just and equitable world in which all people are included, loved, valued and respected.

We Strive for Justice

We challenge injustice and equip others to exercise their rights. We serve with compassion those in greatest need, regardless of race, gender, age or religious belief.

We Pursue Excellence

We creatively innovate and pursue continual improvement so that we can maximise our impact and bring about tangible change in the lives of those others leave behind.

We Embrace Partnership

We can achieve more when we work with others. We learn together with our partners, communicate respectfully and honestly, and we value everyone's unique contribution.

We Live with Integrity

We live responsibly and with honesty.



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About the role

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|------------------------|--|
| Place of work | Munro House, Mercers Row, Cambridge, CB5 8HY, or at, CBC House, 24 Canning Street, Edinburgh, EH3 8EG. With at least 50% working from home option. |
| Starting salary | £33,690 to £35,730 per annum depending on experience (this will be pro-rata if any part-time hours were agreed). |
| Contract type | 37.5 hours per week, permanent. |
| Reports to | Head of Programmes |

Purpose

We are looking for a Senior Programme Officer who will contribute to the effective design and delivery of CBM UK's development and humanitarian programmes, excellent donor, country team and partners relationships, collecting and applying learning and evidence of impact, and effective collaboration with the fundraising, communications and advocacy functions of the organisation.

Key responsibilities

Within twelve months, the Senior Programme Officer will:

- Be managing a portfolio of projects effectively and efficiently;
- Be a confident user of CBM's systems for project knowledge management, human resources and operations;
- Have developed strong working relationships with colleagues, partners and donors.

Oversee a portfolio of projects

- Work with the relevant Country Team(s) and partners to ensure delivery of quality projects, to budget, and within appropriate time periods
- Monitor progress on project activities and expenditure against budget, including monitoring visits to the projects (usually on an annual basis)
- Liaise with the donor, where applicable, ensuring that their requirements are met, and negotiating adjustments to grants when needed
- Lead on the production of donor reports, narrative and financial, as well as risk registers, results frameworks, MEAL plans and asset registers, as required
- Lead after action reviews on closing projects, and help ensure that lessons learned are disseminated and applied in future programming
- Collect evidence of impact of the projects
- Carry out due diligence on partner organisations
- Provide support to partners, including organisational strengthening, championing, facilitating links and spotting opportunities.

Support to the Programmes team

- Provide support to inclusion advisory projects on contracting, compliance and administrative tasks.

Cross-Team Collaboration

- Carry out joint actions with colleagues from the fundraising and communications team, including providing information and data from programmes, providing support for their visits to projects, and drafting articles and social media posts on the projects.
- Coordinate with the Supporter Care team, providing assistance in responding to enquiries from supporters and the public
- Joint actions with the Advocacy team, including writing up evidence from projects
- Provide support to the Programme Funding team on proposal development and associated activities, such as reviewing partner assessments and collecting information for compliance requirements
- Give support to Country Teams, as appropriate, including facilitating training, providing input to Country Strategic Plans, and attending Country Coordination Forums
- Participate in CBM Global secretariat activities, including representing CBM UK on working groups and focal point groups, participating in the regular organisation-wide webinars and sitting on recruitment panels when requested
- Represent CBM UK in sector-wide initiatives, such as BOND and the International Disability and Development Consortium.

Other

- Help develop a culture of enthusiasm and success, reflecting the ambitions of CBM UK.
- Play an active role across CBM UK, promoting positive working and innovation. Ensure that the values of CBM UK are understood by external partners and always reflected in communications
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- Carry out any other duties as required by the Director and Head of Programmes.

Person specification

| Experience & knowledge | |
|--|-----------|
| At least three years of experience in international development or humanitarian work | Essential |
| Experience in programme design, planning and implementation | Essential |
| Proven experience of financial management, including institutional programme budgeting and financial reporting | Essential |
| Experience of monitoring, evaluation and impact assessment of programmes and projects | Essential |
| Experience of working in programmes relating to disability, gender, MEAL, or safeguarding | Desirable |
| Skills, competencies, and personal qualities | |
| Analytical skills and the ability to balance priorities | Essential |
| Understanding of programme cycle management | Essential |
| Excellent verbal and written communication skills | Essential |
| Understanding of development theory and practice | Essential |
| Commitment to CBM's mission and values and sympathetic to Christian values | Essential |
| Ability and willingness to undertake international travel of up to four weeks a year | Essential |
| Qualifications and training | |
| Educated to degree level or above | Essential |
| Master's degree in International Development, or equivalent | Desirable |

Employee Benefits

- Agile working for all staff members which includes options for flexible working hours and up to 50% working from home for most roles.
- Wonderful modern offices, which are fully accessible.
- All full-time employees are entitled to 25 days' holiday per year in addition to UK public holidays.
- Option to buy extra annual leave.
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We support employees in their desire to further their qualifications and careers, including offering opportunities to undertake fully paid study and training.
- Competitive salaries within the sector. We regularly review salaries to attract, develop, motivate and retain the appropriate calibre of employees.
- We offer a generous pension plan with employer contribution of up to 5%.
- Group Life Insurance for all employees, which is equivalent to 2 x your annual salary.
- Yu-Life (employee wellbeing app).
- Our Wellbeing Working Group actively supports mental health and wellbeing in the office. We also offer a free Lifestyle Counselling Helpline & Online Support Service
- Bike to work scheme

Diversity and Safeguarding

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual.

CBM UK aims to ensure that all staff, volunteers, supporters, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race, including colour, nationality, ethnicity, or national origin, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

All roles within CBM UK are required to actively respect, support and promote the safeguarding of all children and adults who come in contact with our organisation, including our beneficiaries, partners, staff and volunteers, ensuring policies and procedures are followed and observed at all times.

CBM UK is an equal opportunities organisation, a disability-confident employer, part of the Age Friendly Employer Pledge and committed to achieving the highest standards of diversity, fairness and equality. Should you require any additional support or reasonable adjustments please [email us](#).

Employment Checks

We are unable to provide sponsorship for this post. All offers of employment are made subject to proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and a DBS Check.

Use of Curriculum Vitae

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such your CV should be accompanied by a completed application.

Shortlisting and Interviews

All applications are subject to our shortlisting process. If you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

How to apply

More information about CBM can be found by visiting our [website](#). We are happy to answer any questions you may have. Please [email](#) our Recruitment Team or call us on 01223 484700.

Application forms can be [downloaded from our website](#). Please email your completed form and Curriculum Vitae to recruitment@cbmuk.org.uk

Closing date for the receipt of applications is 3rd March, 9am. With potential interviews being held week commencing 10th March 2025.

We look forward to receiving your application.

