



## Job Description

### Programme Manager

**Post Title:** Programme Manager

**Reports to:** Programme Director

**Location:** The HFHGB office in Slough, with some international travel

**Background:** Habitat for Humanity Great Britain has a fundraising remit to support Programme Countries around the world.

The vision of Habitat for Humanity is a world where everyone has a safe and decent place to live. Habitat for Humanity Great Britain (HFHGB) [www.habitatforhumanity.org.uk](http://www.habitatforhumanity.org.uk) is part of the international Habitat for Humanity network that strives to eliminate poverty housing from the face of the earth, ensuring that every child and every human being has a safe, healthy and decent place to lay down their head at night.

In pursuit of this vision we aim to deepen our disaster risk management capacity, build our ability to bid for large and medium sized grants as well as develop other aspects of fundraising.

**Job purpose:** To enable HFH to increase and improve its capacity, quality and impact in the field by raising the organisational profile, developing partnerships, securing funding, monitoring and evaluating international programs funded by institutional donors, foundations and trusts.

## Main Duties and Responsibilities

### Partnerships:

1. Build and maintain new and existing relationships with institutional donors, foundations and trusts to secure programme funding opportunities.
2. Develop and maintain new and existing relationships with NGOs, academic organisations and private companies to pursue common objectives and jointly secure programme funding opportunities.
3. Maintain strong working relationships with senior HFH National Office and Area Office staff in all regions, and provide appropriate support to National Offices and Area Offices in relation to donor liaison.

### Programme Design:

1. Proactively seek knowledge and understanding of humanitarian and development funding opportunities and contribute to Programme Team horizon scanning.
2. Prepare proposal submissions to institutional donors, foundations and trusts, including narrative and budget preparation.
3. Prepare partnership documents including Grant Funding Agreements with National Offices.

### Technical Support:

1. Engage in humanitarian and development technical assistance, policy agendas and debates, sharing with appropriate colleagues where relevant.
2. Provide technical assistance to country teams during programme implementation where appropriate, to support programme quality.
3. Maintain current knowledge and understanding of programme implementation and collaborate with thematic, fundraising, and finance staff on programmatic coherence and quality.
4. Anticipate breaking humanitarian crises, contribute to Programme Team horizon scanning and coordinate humanitarian fundraising at short notice.

### Monitoring and Evaluation:

1. Contribute to reporting to institutional donors, foundations and trusts. Review and edit narrative and financial reports.
2. Support country teams during programme implementation on donors contractual and reporting requirements, ensuring compliance and accurate information.

3. Implement programme evaluations in the field as appropriate.
4. Maintain current knowledge and understanding of fund transfers, recoveries and pipeline, and contribute to internal budget reports.
5. Maintain donor and project information on HFHGB's CRM system, Raisers Edge.

### Representation:

1. Develop and maintain professional working relationships with institutional donors, foundations and trusts, understand their needs and objectives and present to them HFHGB's initiatives and programme learning.
2. Represent HFHGB effectively at internal and external meetings, in both the UK and in the field, as required.

### Team Support:

1. Manage interns for specific tasks as appropriate.
2. Deputise for the Programme Director and backstop the Programme Officer where appropriate.

This is not intended to be an exhaustive list. Job descriptions may be subject to change.

## Person Specification:

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	Education to post graduate level in development practice or another relevant discipline.	Training in monitoring and evaluation.
Skills and Experience	<p>Track record of securing funds from UK institutional donors and foundations, such as DFID, JOAC, GOAC, Comic Relief.</p> <p>An existing network NGOs, academic organisations and private companies.</p> <p>Experience of managing and advising on humanitarian and development shelter and settlements projects, including field based monitoring and evaluation.</p> <p>Excellent written English skills to produce compelling successful proposals and clear narrative reports.</p> <p>Excellent budget design skills and the ability to manage restricted funding budgets.</p> <p>Ability to think and work proactively, creatively and strategically under pressure and faced with competing demands.</p> <p>Ability to work well in a team, establishing excellent relationships with colleagues from different functions and cultures across the organisation.</p>	<p>Experience of working for institutional donors or foundations.</p> <p>Ability to work in a second language in addition to English.</p>
Knowledge and understanding	Understanding of shelter and settlements programming, including WASH, for humanitarian and development projects.	<p>Specialist knowledge of construction, advocacy or microfinance programming.</p> <p>Published papers in shelter and settlements programming.</p>
Availability	Ability to travel overseas, often to insecure environments for short periods of time, several times a year.	