

Role Profile: Programme Impact & Portfolio Management Adviser

Role updated: 29/04/2026

Department	Division	Location	Salary Band
Impact	Programming Policy & Practice	Global	D high
Reports to	Matrix Manager	No. of direct reports	Value-based behaviour
Global Programme & Partnership Lead		0	Individual Contributor

Purpose

The Programme Impact and Portfolio Management Advisor plays a pivotal role in supporting the effective implementation of Christian Aid's unrestricted funded projects and programmes, valued at over £10 million, including signature programmes and other incubative funding mechanisms under Christian Aid's unrestricted portfolio.

The role provides comprehensive support across all stages of our 'signature' programmes and programmes under unrestricted portfolio, bringing deep global and regional experience to lift programme portfolio management across the organization. The role supports the global programme and partnership lead in managing the full programme cycle from design to closure, ensuring compliance with internal and external standards and policies, ensuring consistency and coherence. The role also involves supporting capacity building for MCC and global staff, contributing to programme information management systems, and engaging in cross-organisational initiatives to enhance programme quality and excellence. The role supports the global programme and partnership lead in coordinating cross-functional teams across MCC and global enabling functions, ensuring coherent and quality programme delivery across the unrestricted portfolio to achieve the greatest impact under the new strategy.

Main Areas of Responsibility & Accountability

- Support MCCs to ensure effective programme cycle implementation from design, inception, delivery to close-out, with a focus on signature programmes and other programmes under the unrestricted portfolio, aligned with internal standards, organizational values and goals, and external commitments such as the Core Humanitarian Standard (CHS).
- Support the global programme and partnership lead in ensuring effective and impactful programme impact and portfolio management across the full unrestricted portfolio- from design and planning through implementation, review, and closure – drawing on substantive regional experience to ensure quality, coherence, and learning embedded at every stage.
- Collaborate with Impact Department colleagues to develop policies and enhance programme, project and partnership cycles, collaborating to drive meaningful change.
- Support delivery of capacity-building initiatives through training and resource navigation support for unrestricted funding projects to maximize income and impact.
- Collaborate with the MEL Advisor and Income & Public Engagement Department to strengthen communications and reporting for internal and external stakeholders, building relationships based on trust and openness.
- Support programme and finance teams in monitoring expenditure and resource allocation within agreed timelines.

Key Decisions

- Ability to make decisions to ensure smooth programme portfolio management overseeing the full programme cycle management – design through close out to ensure impactful quality programming.
- Developed ability to identify areas where procedures need to be improved or where additional support is required.
- Ability to communicate and convene global meetings (in person or remote) as necessary.
- Developed ability to advise on project cycle management issues and business systems improvements.

Budgetary authority (if applicable):

- Involvement in monitoring budgets but is not a budget holder.

Problem Solving

- Ability to analyse and address day-to-day issues addressed through established procedures (e.g. programme quality and financial monitoring).
- Developed ability to analyse problems and willing to adapt to drive better results (e.g. supporting cross-organisational teams and coordinating and anchoring across MCC programmes).
- Ability to develop new processes and/or resolve complex operational challenges.

Knowledge, Skills and Experience Essential:

- Educated to degree level or equivalent in a relevant discipline.
- Significant hands-on experience in leading and supporting programme portfolio management across the full cycle of programme cycle management (PCM)- design, planning, implementation, review, and closure- including in the context of unrestricted (code 1) funded programmes.
- Substantive regional and global experience (Africa, Asia, Middle East and Latin America) that can be applied to lift the quality and ambition of signature programme and other programmes under unrestricted portfolio.
- Demonstrated ability to provide global support in anchoring and coordinating cross-functional teams – including MCC and global enabling functions – to achieve joined -up, quality programme delivery.
- Significant experience working on global programme portfolio management
- Significant experience in coordinating with cross-functional and cross-cultural teams
- Highly developed in MS Office applications (Word, Outlook, PowerPoint, Excel) and web/intranet-based systems for financial management.
- Significant experience and acumen of budget monitoring, financial analysis using spreadsheets and producing reports for donors.
- Demonstrable experience working with diverse cultures in contexts across Africa, Asia, the Middle East, or Latin America through a partnership approach.
- Developed problem-solving skills with the ability to manage complex issues independently.
- Highly developed communication skills for convening meetings and taking clear minutes.

Key Interfaces

- **Internal:** Collaborates closely with global programme and partnership lead, MCCs, Finance Teams, Internal Audit Teams, MEL Advisor, Policy and Influencing team , Organizational Effectiveness, Humanitarian Division Staff, and colleagues across the Impact Department.
- **External:** Occasional liaison with service providers to ensure effective delivery of programme requirements.

- Fluency in English

Desirable:

- Developed ability in French or Spanish (written or spoken).
- Demonstrable experience working with external donors.
- Understanding of humanitarian principles and international standards such as SPHERE or CHS.

Travel : occasional to MCC hub locations