



## Role profile

Basic information	
<b>Job title</b>	Programme Manager
<b>Department</b>	International
<b>Location</b>	Sierra Leone
<b>Reports to (<i>Job Title</i>)</b>	SABI Head of Programmes
<b>Matrix manager if applicable (<i>Job Title</i>)</b>	N/A
<b>Direct reports (Number or Not applicable)</b>	4
<b>Overall people management responsibility (Number or Not applicable)</b>	4
<b>Matrix management responsibility (Number or Not applicable)</b>	N/A
<b>Budgetary responsibility (Amount or Not applicable)</b>	N/A
<b>Child protection clearance required (If applicable, Standard/Enhanced)</b>	Not required
<b>Expected travel per annum</b>	Occasional travel
<b>On call/unsocial hours</b>	Yes

Role definition
<p><b>Role purpose</b></p> <p>To manage the programme team, provide technical input and ensure the effective implementation of the programme. To manage SABI's national partner and ensure there is effective coordination between the national partner and regional partners. To provide oversight over the management of the SABI portfolio of partners and grantees through the Senior Programme Officers (SPOs), programme delivery and reporting as agreed with the SABI Head of Programmes and SABI Team Leader. To serve as gender equality and social inclusion (GESI) focal person and ensure GESI is integrated in all SABI activities. To promote quality programming, including GESI-sensitivity, and to ensure close collaboration with finance, communications and MEL colleagues. To ensure appropriate support and capacity-building is provided to local partners. To contribute to team reflection, building and innovation, and to ensure learning is incorporated into partners' programming in an adaptive way, and that the intended programme outputs, outcomes and impacts are met or exceeded.</p>

**Role context**

The role sits within the SABI (Strengthening Accountability, Building Inclusion) Programme, which is part of the governance work of the Christian Aid Sierra Leone country programme. It is positioned within the Africa Division, and the global International Department.

The goal of the SABI programme is to strengthen citizens' voice and to enhance accountable relationships between citizens and state to contribute towards improved service provision. Our vision is to see an active and engaged citizenry capable of articulating citizens' demands, which has strong and durable links to state structures. SABI is funded by the UK Department for International Development (DFID). The programme runs until 30 June 2020 and is partnering with state and non-state actors across Sierra Leone, raising awareness of state services, gathering evidence of citizens' feedback on service provision, providing grants and capacity building support, and sharing lessons learnt and replicable models.

The role is key in overseeing the delivery of the programme at the district / regional level, through line management of the three Senior Programme Officers (based in Freetown, Bo and Makeni) and the Programme Support Officer. The role-holder holds a critical responsibility for promoting and upholding programme quality, GESI sensitivity and for ensuring quality donor reporting and compliance. Furthermore, the Programme Manager will collaborate closely with the Head of Programme for regular partner review and reflection sessions. There is an expectation of frequent travel throughout the country.

**Key outcomes**

- Quality programme delivery, including GESI-sensitivity, by partners and grantees, which reflects best practice, and meets or exceeds SABI outputs, outcomes and impact.
- Effective working relationships with a strong portfolio of partners and grantees, who receive quality accompaniment and tailored capacity-building support. In collaboration with partners, effective relationships with government structures at district and national level.
- Funds used for designated purpose. Compliance with financial policies and procedures. Adherence to reporting requirements.
- Strategic reflection on programme delivery at the regional / district level and engagement in corporate communities of practice leading to learning, innovation and adaptation.
- Recruitment, management and development of high-performing team who are meeting their objectives.

**Role requirements****Relationships****External**

Alongside the SPOs, the role has a critical and ongoing engagement with partners and grantees implementing the programme at the national/regional / district level. Also holds a representational responsibility for the SABI programme to government agencies and other CSOs.

**Internal**

The role is line managed by the Head of Programme. The role line manages 3 SPOs and the PSO.

It sits within the wider SABI programme team, and will demand frequent

	and ongoing engagement with finance, communications and MEL colleagues in Sierra Leone and the wider organisation.
<b>Decision making</b>	
Decisions on planning and implementation of the programme by partners and grantees; on technical inputs and incorporation of learning and innovation. In collaboration with finance colleagues, control and monitoring of partners' budget utilisation and planning, in accordance with DFID compliance requirements. Monitoring and appraisal of partners' and grantees' performance and resolution of problems. Decisions on recruitment, performance management and staff development. Representation of SABI and Christian Aid both internally and externally.	
<b>Analytical skills</b>	
Ability to analyse and scan the operating context and collaborate with SABI colleagues and partners to design interventions that respond to and fit with the context, and which maximise SABI's impact. Ability to analyse stakeholders, power holders and the partnership portfolio and then make programming recommendations. Ability to develop succinct reports and communications materials for sharing with stakeholders.	
<b>Developing self and others</b>	
Ability to regularly create space for learning in the team through planning (along with the Head of Programme) of team and partner reviews. Investment in 1-2-1s and performance management. Ability to inspire team members to strive for excellence, providing programming and self-development advice and support.	

<b>Person specification</b>
<b>Applied skills/knowledge and expertise</b>
<b>Essential</b>
<ul style="list-style-type: none"> <li>• Degree in a development related subject or equivalent</li> <li>• Knowledge of development issues and the socio-political context in Sierra Leone</li> <li>• Substantial experience of international development programme management, including management of back donor funded projects, and field based management</li> <li>• Experience in the governance sector</li> <li>• Significant experience of working with local partners, and of providing partner support and capacity building</li> <li>• Experience of programme appraisal, monitoring and evaluation</li> <li>• Significant experience of staff and resource management</li> <li>• Understanding of gender and inclusion-sensitive programming</li> <li>• Knowledge of programme management and capacity building tools and techniques</li> <li>• High degree of computer literacy, including the ability to manage and interpret data</li> </ul>
<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Post graduate qualification in a related area</li> <li>• Knowledge of DFID funding regulations</li> <li>• Experience of theory of change and adaptive programming</li> <li>• Experience of local and international advocacy work</li> <li>• Experience of managing large and complex budgets</li> <li>• Knowledge of financial management tools</li> </ul>
<b>IT competency required</b>

## Competency profile

### LEVEL 3: You are expected to be able to:

#### Build partnerships

- Supportively manage teams or lead on projects, involving others in discussing how to take work forwards, helping people feel part of the team and treating everyone equally.
- Influence others to develop shared understanding and work cooperatively and collaboratively towards common goals where there are different personal or organisational agendas.
- Develop and maintain new relationships with individuals and organisations to further Christian Aid's aims.
- Recognise and value differences in people; be ready to challenge assumptions, beliefs or attitudes in self or others.
- Manage expectations and adhere to what's agreed, by doing what you say you're going to do.

#### Communicate effectively

- Reflect the needs of different audiences, adapting style, media, timing and pace to communicate most effectively.
- Show an understanding of how personal and external factors impact on others' communication style and needs and seek to manage these differences to ensure that all voices are heard.
- Clarify expectations and anticipate interests and potential issues of others, in order to help them get involved in debate and dialogue.

#### Steward resources

- Accept accountability internally and externally for the effective use of Christian Aid resources.
- Look for ways to achieve more effective outcomes by using existing resources in a new or different way, before using or commissioning new resources.
- Ensure results of self and others are achieved to quality and time by managing allocated resources and workloads.

#### Deliver results

- Create plans with key milestones and measurable outcomes: track progress and adjust to meet the objectives, ensuring others are aware of changes and reasons for them.
- Ensure individuals/ teams understand and agree to work to the overall goals, specific objectives and quality standards.
- Make recommendations or decisions in the best interest of Christian Aid, involving others as needed whether in and beyond own work area.
- Be willing to take action or make recommendations or decisions in difficult or ambiguous situations.
- Commit to your decisions and be accountable for them.
- Show willingness to adapt if your initial decision did not produce the expected result.

#### Realise potential

- Demonstrate continuing commitment to your own professional and personal development.
- Utilise coaching and mentoring skills in order to support others to develop.
- Encourage others to give their best by discussing goals and aspirations and recognise achievement.
- Provide an appropriate level of supervision according to need; know when to provide help and when to give others enough space to learn.
- Give constructive and timely feedback to others on difficult or contentious issues.
- Deal with poor performance directly and sensitively, seeking appropriate and timely advice and support if needed.

**Strive for improvement**

- Be open to radical suggestions to avoid closing down options too early.
- Evaluate benefits and risks of new ways of working or ideas, and identify ways to reduce risk.
- Find and implement ways to better support internal knowledge and information sharing.
- Coach others on dealing with resistance to change.
- Seek and evaluate a range of viewpoints, whether internal or external, about how Christian Aid could do things better, regardless of whose ideas they are and what role they have.

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Further details of specific tasks and duties will be agreed with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.

This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder.

You will be expected to abide by the Code of Conduct, policies and procedures within Christian Aid which may be updated from time to time.

You must be in sympathy with the aims, beliefs and values of Christian Aid as it seeks to work on relief, development and advocacy for poverty eradication.