Job Vacancy
Programme Manager

Reporting to: Director of Programmes

Salary: £33,000 per annum pro rata, part-time 3 days/week

Line management responsibility: 2 direct reports

Over 400,000 children develop cancer each year. Most of these children live in Low- and Middle-Income Countries. In high income countries medical advances in the last fifty years mean that 80% of children with cancer will now survive; in LMICs the picture is very different and survival rates are as low as 10%. Thousands of children are dying each year or suffering unnecessarily, when they could be treated or cured. Often the treatment they need is relatively simple and inexpensive and has been known to doctors in high income countries for decades.

We are a young, ambitious and innovative charity working to redress the global inequality in the provision of cancer treatment for children in low- and middle-income countries. We currently support programmes in Africa, Asia and Latin America. Our aim is to increase the number of children that are diagnosed with cancer and their survival and quality of life. We do this by working with governments to develop health systems that work for children with cancer, promoting health partnerships between health care professionals, training health care staff, funding awareness raising programmes and providing psycho-social support to families. We give more children a faster route to better treatment.

The Programme Manager role will be crucial to the success and development of the charity. You’ll be responsible for the management and delivery of part of our country programmes, ensuring that our projects deliver on time, on budget and to high quality. The role will include responsibility for building relationships with partners and potential new partners. The successful candidate will contribute to seeking out further grant opportunities within the sector, working closely with the rest of the programme team and the fundraising team.

Key Relationships

- Director of Programmes
- Director of Finance
- Programme Managers
- Psychosocial Support Advisor
- Programme Officer
- Country Programme Coordinators
### Key Responsibility

#### Programme Management

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<tr>
<th>Key Responsibility</th>
<th>Reporting To / Working With</th>
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<tbody>
<tr>
<td>Support and manage a portfolio of programmes in line with WCC structures and ways of working. Ensuring programmes are delivered on time, within budget and to a high standard</td>
<td>Director of Programmes UK &amp; International Programmes Team Finance team</td>
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<td>Support partners and WCC national staff to develop and report on monitoring, evaluation, impact and learning frameworks and integrate learning into future work</td>
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<td>To be responsible for managing programme finances within WCC and funders rules and requirements</td>
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<td>To be responsible for managing programme expenditure within budget, highlighting potential over/under spends</td>
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<td>Coordinate Twinning visits from the UK with the in-country Programme Coordinators</td>
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<td>Carry out in-country monitoring and evaluating visits</td>
<td>Director of Programmes UK &amp; International Programmes Team Programmes Team</td>
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<td>Provide support for the organisational assessment and strengthening of partners in order to achieve greater impact</td>
<td>Director of Programmes Programmes Team</td>
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<td>Develop high quality and successful funding applications in line with WCC regional and country strategies</td>
<td>Director of Programmes Fundraising Team</td>
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<td>Provide Programme information, statistics and data for reporting purposes for funders</td>
<td>Fundraising Team</td>
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<td>Line management of assigned Country Programme Coordinator/s, including annual appraisals and weekly 1-2-1 meetings</td>
<td>International Programmes Team</td>
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#### Monitoring & Evaluating and Programme Quality

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</thead>
<tbody>
<tr>
<td>Ensure that all M&amp;E, mainstreaming and programme quality initiatives are accurately designed and fully costed and included in budgets.</td>
<td>Director of Programmes MEAL Advisor Fundraising Team</td>
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<td>Design, development and implementation of key programme quality tools</td>
<td>Director of Programmes MEAL Advisor</td>
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<td>Lead the support function for assigned country programmes to ensure compliance with internal systems and standards and compliance with donors’ requirements</td>
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<tr>
<td>Contribute to the development of WCC’s advocacy strategy and its implementation where appropriate.</td>
<td>Director of Programmes</td>
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### Key Skills and Attributes

- 3 to 5 years international development experience preferably in the field of global health
- Understands theory and practice of Health System Strengthening.
- Knowledge of programme design and planning of complex programs, including logframes and theories of change.
- Track record of financial management skills, including budget management and planning
- Experience designing and implementing monitoring and evaluation frameworks, including collection and analysis of both quantitative and qualitative data.
- Excellent organisational, planning and time-management skills
- Proven experience in building relationships and working in partnership with a wide range of stakeholders.
● Fluent English (written and verbal)

Desirable
● Knowledge of a second language (French or Spanish)
● Experience living and working in LMICs
● Experience tutoring or working with volunteers
● Experience managing statutory grants

Personal Skills and attributes

Alignment with charity core values:
- Act to enable change
- Act with integrity
- Act in collaboration
- Act with kindness

● Strong team player
● Desire to own and manage responsibility for achieving organisational goals
● Flexibility to undertake overseas travel
● Right to live and work in the UK

Terms and Conditions
● Permanent contract with 2 months’ notice either side
● Some overseas travel and weekend / evening work occasionally required
● 25 days Annual Leave plus UK Bank Holidays - pro rata
● Pension contribution of 10% annual salary after probation period
● Cycle to work scheme available