

## **Programme Development Manager (UK) – Maternity Cover**

**Job Title:** Programme Development Manager

**Location:** Temwa Office, Bristol City Centre

**Closing Date:** 17 February 2017

**Start Date:** March/early April 2017

**Duration of work:** 2.5 days a week; up to one year maternity cover contract

**Salary:** competitive

### **Job Description:**

Temwa is looking for a Programme Development Manager to oversee our programme portfolio from the UK office. The position is a part-time maternity cover. The successful candidate will need to be experienced, confident and honest, with a passion for international development and programme management.

The main focus of the Programme Development Manager's role is on providing technical support and strategic guidance to the team in Malawi throughout the project lifecycle. This includes overseeing: implementation of agreed programme management systems; programme development; annual organisational and programmatic planning; and programme implementation, finances, reporting and MEL systems. The role also acts as a link that connects programmes with fundraising and communications, contributing to funding bids, management of donor relationships, and internal and external communications. The postholder works closely with the Malawi management team, and reports directly to the Managing Director.

This is an exciting opportunity for an experienced professional to use their expertise to develop the programme portfolio of a dynamic and growing international development charity, as well as to enhance the impact of this innovative organisation working in Northern Malawi.

**Temwa's Mission** – Developing self-sufficient communities in remote and hard-to-reach areas

### **Principles of Temwa**

- 1) Community-driven – Temwa's decisions are made by the community
- 2) Working together as a team with trust and integrity
- 3) Working towards long-term self-sufficiency
- 4) Commitment to professionalism
- 5) Openness and transparency

**Key Duties:**

**1) Programme development and implementation:**

- Oversee and support the development and implementation of all Temwa's programmes, covering health, education, agriculture, forestry and micro-finance, through working closely with the Malawi finance and programme management team throughout the project lifecycle.
- Oversee and support the development and implementation of organisational programme management systems.
- Provide direct technical support to Temwa's programme implementation team, ensuring that projects are in line with agreed plans, budgets and organisational strategies.
- Work with senior colleagues to coordinate and implement the organisation's annual planning cycle.
- Review regular field and financial reports, and complete timely organisational and programme reports to donors and supporters.
- Act as a link between UK fundraising and Malawi programme management to align community needs and donor priorities when developing programmes.

**2) Monitoring, evaluation and learning (MEL):**

- Devise results-based and aligned MEL systems and strategies for the organisation and individual programmes together with the Malawi management team, ensuring that Temwa can evidence impact of work to current and potential donors.
- Oversee the implementation of Temwa's MEL and programme strategies alongside Malawi programme management, ensuring that they yield donor-relevant results.
- Guide and contribute to programme reviews and evaluations.
- Work with Malawi programme management to analyse results of data and devise appropriate methods to share successes and lessons learnt.

**3) Fundraising and communications:**

- Provide technical, programmatic oversight for fundraising.
- Support the UK fundraising team with the writing of trust, foundation and institutional funding bids, where necessary.
- Oversee and support the development of proposals by Malawi management for in-country funding.
- Manage donor relations and communication together with the Managing Director and UK fundraising team.
- Liaise with Malawi office on fundraising and communication enquiries and updates.
- Support UK communications with collection and production of communications material, where necessary.
- Attend external events to build Temwa's reputation and profile.

#### **4) Senior management and policies:**

- Develop and nurture a positive work environment for all staff and volunteers working within Temwa to ensure professionalism amongst peers.
- Support management capacity in Malawi.
- Ensure all UK staff understand the organisation's programmes.
- Work with senior colleagues to ensure that the charity follows and achieves its strategic goals.
- As a member of the Senior Management Team, play an active and integral role in updating the organisation's strategic plan and helping to shape the future direction of the charity.
- Work on relevant policies for the organisation.
- Support and supervise the Malawi Communications Officer with collaborative work.
- Monitor and supervise interns and volunteers on a one-to-one basis, creating work plans and ensuring that they are reaching set targets.

#### **Experience, qualifications and requirements:**

- Experience of developing, managing and monitoring international development programmes essential
- Experience of managing small and larger grants (also from institutional donors) essential
- Experience of working with NGOs or charities essential
- Excellent written, communication and interpersonal skills essential
- Strong administration & self-management skills essential
- IT and word processing skills essential
- Experience of working in a developing country desirable
- Degree, MA or equivalent in international development or similar subject desirable

Temwa was registered as a UK charity in December 2003. It currently employs 36 full-time members of staff in Malawi, and a Managing Director, Programme Development Manager, Fundraising & Communications Manager, Trust Fundraising Coordinator, Events Coordinator, and Communications & Fundraising Coordinator in the UK, who are supported by a team of interns and volunteers. We believe that the Programme Development Manager's role will provide an interesting, rewarding and challenging opportunity in a small, dynamic and not always conventional organisation. Temwa is a rapidly growing NGO, and working as a key part of the team will give you a pivotal role in the organisation's ongoing development. As the Programme Development Manager, you will have the opportunity to put your previous experience into great use and directly see the benefit of the work undertaken and how it supports the life-saving and life-changing projects in Malawi.

**To apply, please send a CV (2 pages maximum) and covering letter (1 page maximum) to [sally@temwa.org](mailto:sally@temwa.org).**