

**Job Title:** International Programmes Manager (fixed term 3 years, with option for renewal)

**Reporting to:** CEO

**Hours per week:** 80% FTE (28hrs per week, working arrangement negotiable with successful candidate)

**Salary:** €50,000 - €55,000 pro rata, dependent on experience

**Date Position Available From:** 15<sup>th</sup> June 2023

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### **Organisational Overview**

Team Hope is an Irish, Christian and child-focused international development organisation. Founded in 2010, we work in Africa and Eastern Europe to help children affected by poverty or marginalisation. Working in 13 countries across Africa and Eastern Europe we have a proven history of being able to reach communities facing poverty using our network of long-standing local partners.

Team Hope's strategic plan seeks to achieve the following four objectives: 1. To increase the number of children who receive Christmas Shoebox Gifts whilst improving the quality of boxes sent; 2. To improve the lives of 10,000 children by 2025 through empowering communities to deliver sustainable change; 3. To raise knowledge and awareness of issues associated with poverty or marginalisation and to encourage those living in Ireland to take action and; 4. To sustainably resource the work of Team Hope while providing transparency and accountability to stakeholders in Ireland and overseas.

Working through civil society partners, Team Hope's development projects seek to help children affected by poverty primarily in the areas of addressing poverty and hunger, clean water and sanitation, healthcare, education, and, increasing household incomes. Team Hope's strategic plan outlines how in the coming years we seek to expand our sustainable development programmes through increasing our impact and scale. To achieve this Team Hope seeks to further improve programme quality through: 1. developing greater programme focus and relevant sector specific experience, 2. investing in capacity building for partners in relation to governance, programme quality or monitoring and evaluation and, 3. Developing and resourcing new projects or partnerships supported by robust theories of change which impact children affected by poverty.

### **Job Summary**

The International Programmes Manager is a senior role with primary responsibility for delivering Team Hope's commitments in relation to its sustainable development programmes as outlined in its strategic plan. It will develop and strengthen Team Hope's programming through designing impactful projects with partners, creating proposals to increase institutional funding, engendering a high level of programme quality and providing effective grant management. This role will develop clear strategies and theories of change to guide and expand Team Hope's development programming, ensure effective monitoring and evaluation, and provide oversight and accountability of all development funding.

This role will be based in the Team Hope office with the opportunity to apply for hybrid working under Team Hope's remote working policy. Team Hope is also open to considering candidates based across Ireland, in the UK or based in any of Team Hope's countries of operation. This role will involve some evening and weekend work along with occasional international travel.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform either now or in the future. Team Hope is an Equal Opportunities Employer.

## **International Programmes Manager Responsibilities:**

### **Programme Management**

- Develop a clear child focused theory of change and work to implement this in Team Hope's countries of operations, increasing both the scale and impact of its work
- Work collaboratively with Team Hope's partners to develop projects and proposals, ensuring strong project logic and clear measurable results in line with this theory of change.
- Work collaboratively with Team Hope's partners to develop country strategy plans outlining long term goals and potential exit strategies.
- In line with a theory of change, develop areas of clear expertise in Team Hope's programming and build partner capacity in these skillsets.
- Roll out and implement Team Hope's Partner Capacity Assessment, developing clear plans to improve partner capacity with particular attention monitoring and evaluation capacities.
- Identify and develop new partnerships in Team Hope priority countries to deliver high quality development programming
- Ensure that Team Hope's programme quality is of the highest standard through working with partners to develop effective programmes, providing technical advice and guidance and ensuring the collation and application of lessons learned
- Act as the primary focal point of communication with Team Hope's overseas development partners in relation to sustainable development projects
- Work closely with Team Hope's CEO to shape strategic decisions about Team Hope's programming

### **Grant Management and Funding**

- With support from International Programmes Coordinator provide effective grant management including: accurately maintaining grant files, maintaining grant contract compliance, managing all partner reporting; monitoring project progress and troubleshooting.
- Review budgets, audits and financial reports and ensure good financial management and reporting of funds by partners
- Identify opportunities for institutional funding for projects and work with partners to develop high quality proposals for funding that will increase Team Hope's scale and impact of operations.
- Ensure that Team Hope meets all reporting and compliance requirements in relation to institutional donor funding.
- Act as a representative of Team Hope at key donor meetings or supporter events.
- Provide content and support for fundraising campaigns as required.

### **Development Education and Advocacy**

- Work with the Education and Digital Communications Coordinator to develop resources for development education programmes and identify learning from development programmes which may be useful in contributing to advocacy campaigns undertaken jointly with other agencies.

### **Other**

- In the absence of the CEO to assume any responsibilities which have been delegated in advance.
- Working with the CEO, assess and agree a plan to respond to and investigate complaints received

### **Person specification: skills, experience and qualifications**

Team Hope is looking for an experienced development professional to lead the expansion of its sustainable development projects, increasing their scale and impact. The right individual should be skilled in project management, have a strong practical knowledge of results based management and knowledge of effective development interventions. This position will play a key role in shaping Team Hope's sustainable development projects and prior experience of building the capacity of civil society organisations and successfully securing grant funding will be essential to building innovative and impactful projects.

#### **Essential**

- Demonstrable identification and alignment with Team Hope's Christian ethos and Values (see [www.teamhope.ie/about](http://www.teamhope.ie/about) ).
- Minimum 3 years' experience working in a similar role
- Masters Qualification in relevant area (i.e International Development, International Relations etc) or equivalent professional experience.
- Experience of delivering change in a programmatic area based on implementing an organisational strategy or theory or change.
- Strong project management skills and understanding of project cycle management approaches
- Experience of working closely with civil society partners to implement projects and provide structured capacity building support.
- Practical knowledge and experience of Results Based Management including a good understanding of logical frameworks, indicators and monitoring and evaluation techniques.
- Technical knowledge and experience in one or more areas relevant to Team Hope's work (i.e. sustainable agriculture, nutrition, child empowerment and protection, improving incomes, WASH etc).
- Experience of developing successful funding proposals for a range of donors including government bodies
- Experience of managing grants from donors including managing donor relations, preparing reports and ensuring compliance with donor guidelines
- Experience of budget management and financial reporting
- Proven ability to deliver objectives and ability to take initiative and work independently
- Proven interpersonal skills and the ability to build, empower and work with a team of people

#### **Desirable**

- Previous experience of living and working in a developing country
- Experience of managing individuals or teams
- Driving Licence

**Application details**

To apply for the position of **International Programmes Manager** please send the following documents by email to Peter Heaney, CEO ([pheaney@teamhope.ie](mailto:pheaney@teamhope.ie)):

1. Cover letter, outlining how your experience, skills and abilities (using specific examples) meet the essential criteria for the post and as many of the desirable criteria that are applicable to. Please also provide information on your reason for applying.
2. Full CV and contact information.
3. Contact details of 2 referees who know you in a professional capacity. One referee should be your current employer but they will not be contacted without your permission prior to any offer.

**Closing date for applications: midnight on 19<sup>th</sup> May 2023**

**Interview dates: First round interviews week commencing 29<sup>th</sup> May; Second round interviews TBD**

**Notes:**

Candidates must be legally entitled to work in Ireland (or if based elsewhere in their country of residence) at the time of application.

By applying for this role you are providing consent for Team Hope to use and keep information provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to the application or future employment. Information provided will be used to make a decision regarding suitability for this position and if successful the information will be used to form personnel records and will be retained for the duration of your employment. If you are not successful Team Hope will destroy your personal information gathered during this process.