

PROGRAMME MANAGER JOB PACK

**ENGINEERS
AGAINST
POVERTY**



Title

EAP Programme Manager

Location

Remote working

Contract and hours

Permanent role. 36.25 hours per week FTE Monday to Friday

Salary

£40,000 to £45,000

Job purpose

Engineers Against Poverty (EAP) is seeking a self-motivated Programme Manager to help deliver its growing portfolio of programmes.

Across the programmes you oversee, you'll be responsible for coordinating their successful delivery of quality results. Initially you will focus on an anti-corruption programme funded by the US Government and EAP's contribution towards FCDO's Green Cities and Infrastructure programme. You will work with EAP's senior leadership and its advisors, project partners and beneficiaries, funders and other stakeholders to maximise positive impact. You'll strengthen EAP's programmes by managing specific budgets, KPIs, project plans, sub-grants and monitoring and evaluation efforts using established systems.

The programmes and projects you will work on will vary and evolve over time, as we strengthen donor and client relationships together. You'll also have a role in shaping our future work, contributing to business development by coordinating grant proposals, commercial bids and strategic partnerships. You will also help to organise board meetings and international workshops.



Across all our programmes, professional communication, branding of EAP and stakeholder (new) engagement and management is key. Programme delivery is rarely linear so you must be comfortable in rapidly evolving and dynamic environments.

The appointee will also take on for the same role for CoST, the Infrastructure Transparency Initiative - a transparency and accountability programme which operates in 20 countries and for which EAP hosts its International Secretariat.

You will be working remotely with in-person team meetings usually held in London 4 to 5 times a year and are open to candidates living outside of the UK.

Reporting to

Programme Director

Key responsibilities

Manage the administration of programme activities to time and budget (40%)

- Develop budgets, activity schedules and monitoring and evaluation frameworks for specific programmes and projects.
- Recommend how EAP delivers specific tasks to meet programme outcomes in a timely manner and the funder's requirements, including compliance and put into action.
- Coordinate the recruitment and management of consultants and advisors to deliver specific outputs.
- Coordinate the review of consultant deliverables to ensure they meeting client requirements.
- Coordinate the management of consultancy and grant agreements with our clients.
- Review activity schedules and expenditure on an on-going basis and recommend any changes.
- Represent the organisation at meetings with partners and potential partners.

Manage grant funding, commercial contracts and reporting (30%)

- Develop, issue and collate grant application forms and grant agreements from our partners.
- Support partners to produce grant applications, quarterly progress and financial reports.



- Ensure that our partners are complying with our procedures and policies.
- Work with colleagues to improve the efficiency and effectiveness of our M&E data collection from our partners to help build our evidence basis, evaluate our work and learn.

Organise internal and external meetings, such as overseas visits by staff and consultants and international workshops in the UK and in overseas locations within an agreed budget (20%)

- Identify and book meeting venues, organise flights and transportation, accommodation, catering for a range of meetings and workshops within a specified budget.
- Coordinate invitations and participant registrations (online and offline).
- Ensure participants receive all relevant information including joining instructions, agendas, papers, logistics, etc.
- Take minutes and notes at Board and other meetings as required.

Business development (10%)

- Coordinate the preparation of commercial bids and grant proposals.
- Develop a database of expert consultants that EAP can draw upon.
- Identify opportunities where EAP can use its expertise to lead technical projects.

Essential experience

- A graduate with at least 5 years of experience in a programme management role.
- Successfully building relationships with and influencing decision-makers at all levels.
- Managing monitoring and reporting processes and funding applications and disbursements.
- Delivering projects and programmes.
- Preparing and administering budgets and managing financial information.
- Developing commercial and non-commercial proposals.
- Organising meetings and events.

Desirable experience

- Logframe and Theory of Change methodologies.
- Background in international development, and preferably having directly worked with bilateral or multilateral donors.
- The reporting procedures of leading bilateral and multilateral agencies.



Essential Attributes

- Excellent written and verbal communication skills.
- Proven project management, administrative and organisational skills.
- Strong diplomacy, networking and relationship-building skills.
- Excellent ICT skills especially excel.
- Highly motivated with an ability to work within budgets and meet deadlines.
- Strong conceptual and analytical skills and an ability to think strategically and creatively.
- Ability to prioritise, plan and organise work.
- Commitment to EAP's Mission, Vision and Values.

Desirable Attributes

- Knowledge of contracting consultants.
- Willingness to undertake a limited amount of travel overseas as required.
- Ability to speak and write in Spanish and or French.

Key relationships

- EAP Executive Director
- EAP Programme Director
- CoST Head of Members and Affiliates
- EAP Senior Policy and Research Adviser
- EAP Senior Finance Manager
- CoST Regional Manager
- CoST Member Managers
- CoST Board of Trustees
- Strategic Partners
- Associates

Accountabilities

- Delegated budget / financial authority - 0
- Number of people managed directly - 0
- Number of consultants managed - 2-4



Pension and annual leave

- Annual leave: 28 days per annum FTE
- Employer pension contribution: 5%
- EAP is an equal opportunities employer.

How to apply

Applications close on 10am GMT on Monday 11th December 2023.

To apply, please send a CV and cover letter no longer than 2 pages each outlining your relevant skills and experience to Info@EngineersAgainstPoverty.Org.

Please contact EAP Programmes Director, John Hawkins for further information (info@engineersagainstopoverty.org).

