|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** | **Senior Programme Manager** | | |
| **Job family** | **Fundraising & Partnerships** | **Band** | **D** |

|  |
| --- |
| **Job purpose** |
| The post holder leads a team to support country offices, the Regional Directors (RD)/Heads of Business and the Director of Programmes (DOP) to ensure the smooth implementation of projects and to secure new business across the region. The Senior Programme Manager is in regular contact with Country Directors (CD) other senior staff and stakeholders to ensure that teams are supported to meet agreed project targets and objectives. They play a key role in identifying new business opportunities, take the lead on writing proposals or supporting others to do so. The post holder manages junior staff to resolve project issues e.g. finance, legal and HR. |

|  |
| --- |
| **Key responsibilities and accountabilities** |
| * Work with CD, RDs/Heads of Business and DOP to ensure project delivery and compliance, contributing to project design, and securing support from internal and external technical specialists. * Build relationships with donor and other stakeholders. * Manage individual and team performance. Line management of programme support staff based in London. * Identify and contribute new ideas, opportunities and partnerships to shape regional and global strategy. * Work with CDs, the RDs/Heads of Business and DOP to ensure appropriate strategic opportunities are pursued and that proposals are well designed, realistically budgeted, creative, editorially compelling and in line with BBC methodologies and approaches. * Support country teams to draw on advice and support from other HQ functions and enable support to flow between country offices. * Develop proposals, secure new business from - and report to - donors (e.g. the European Union, United States Agency for International Development (USAID), Department for International Development (DFID) or others) with an understanding of evaluation frameworks. * Develop effective partnerships both internally and externally. * Support country teams to establish suitable procedures to ensure compliance with policies and processes including those relating to editorial quality, finance, legal and HR. * Monitor delivery of projects in country against agreed objectives and workplans. * Contribute to knowledge sharing and policy development across the organisation. |

|  |
| --- |
| **Knowledge, skills, training and experience** |
| **Essential**   * Experience working at a senior level in development and/or media development with a demonstrable understanding of the use of media to bring about development goals. * Senior level experience managing and developing staff. * Good budgeting, financial management, project management skills and experience. * Attention to detail. * Good communication skills including the ability to write well in English. * Experience working with people whose first language is not English. * Good interpersonal skills with a record of forming effective relationships with a range of local and international partners. * Awareness and interest in the relevant region.   **Desirable**   * Good technical understanding of communications for development sector, including media development and communications for behaviour and social change. * Experience in media or media development. * Knowledge of regions in which BBC Media Action works, with experience of working in one or more of these. * Experience working with logframes, monitoring and evaluation processes. * Hostile environment-trained or willing to undertake hostile environment training. * Ability to speak key language(s). |

|  |
| --- |
| **Job impact** |
| ***Scope***   * Some travel * Line management * Represent the organisation/projects internally and to donors and other stakeholders |

|  |
| --- |
| **Safeguarding annex** |
| This role involves designing projects that involve regular staff contact with children and vulnerable adults as programme contributors, research participants, and/or partner trainees.  This role will line manage staff whose roles require criminal record checks.  The role will have access to personal data of project participants which will include children and vulnerable adults.  This role may receive reports of safeguarding concerns and incidents.  The individual occasionally travels to countries where poverty, police corruption and criminal impunity are significant risk factors. When travelling, the role is unsupervised. Informal contact with children and vulnerable adults is likely, including when not at work.  **In view of the risk areas identified above, an enhanced plus barred DBS check or (if resident outside of England and Wales) an equivalent criminal record check is required.** |

|  |  |
| --- | --- |
| **Other information** | |
| **For Reward team use only** | |
| Job Code |  |
| Definition: | Content Support |

*This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.*