



Title:	Programme Manager
Reporting to:	Chief Executive Officer
Salary:	35,000 – 40,000
Location:	London, England
Deadline:	Ongoing until position filled

Job Description

Unique opportunity to lead a small, dynamic team in a human rights, peace building and conflict resolution organisation based in central London, with responsibility for institutional development, all activities and fundraising.

The Programme Manager will work jointly with the Chief Executive Officer and the Chief Strategic Advisor to ensure all avenues of work are executed effectively. The Programme Manager will lead the small team based in London and will have hands on responsibility for all areas of the organisation's work including programme, fundraising, finance, human resources and operations. The Programme Manager will be responsible for the day to day running of the office which is based in London. The role will require travel to the region where we work.

Principle Responsibilities:

Staff Management

Responsibility for human resources and staff management, appraisals, recruitment and professional development.

Office Management, Policies and Procedures

Works closely with the Operations Manager to ensure a smooth running of the office, in compliance with DPI's office manual. Attends regular Board meetings and makes regular submissions to the Board of Directors on progress of work.

Project & Events Management

Leads the design and implementation of DPI's activities programme, including roundtable meetings, comparative study visits and briefing meetings in line with budgets set together with senior management. Ensures follow up of all DPI activities through to final monitoring and evaluation.

Research and Briefings

Leads DPI's research programme, setting out and implementing research priorities.

Fundraising

In consultation with senior management develops and executes short and long term fundraising plan. Represents DPI to current and potential donors and partners where appropriate. Oversees compliance with all funding requirements and takes responsibility for any discrepancies in compliance.

Finance

Develops and implements the organisation's financial planning, budgeting and reporting processes. Oversees day to day financial activity including payroll and banking.

Person Specification

- Academic background relevant to the aims of DPI with a strong interest in International Relations
- Experience of working in the human rights field, peace building and/or conflict resolution with management and leadership experience
- Demonstrable experience and understanding of running the day-to-day operations of a UK Charity
- Strong time management and organisational skills, ability to prioritise, pay attention to detail and attend to multiple assignments
- The flexibility, creativity, judgment and humour needed to work effectively in cross cultural settings
- Excellent spoken and written English
- Familiarity with Microsoft Office applications (Word, Powerpoint, Excel), plus Outlook
- Willingness and ability to travel

APPLICATION PROCEDURE:

Please send a CV outlining your relevant experience and a cover letter to Catriona Vine to cvine@democraticprogress.org

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EQUAL OPPORTUNITIES POLICY

DPI maintains employment policies which ensure that no one is unfairly discriminated against, whether directly or indirectly, on any grounds including race, ethnic origin, culture, gender, sexuality, disability, age or religion. These policies will apply in relation to all those involved in the work of the organisation including paid staff, trainees, consultants, interns, volunteers, those offering services on a pro bono basis and trustees.

DPI is committed to Equal Opportunities and Cultural Diversity. Unfortunately, we believe that we will be unsuccessful in obtaining a work permit for these posts. For this reason you should only apply if you already have the right to work within the United Kingdom. This includes citizens of the European Union. Please refer to <http://www.workpermits.gov.uk/> for more information about work permit eligibility.