**Job Description**

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| **Summary** |
| Job Title | UK Programme Director |
| Department | Programme |
| Location | Manchester, UK |
| Full-time / Part-time / Job Share | Full-time |
| Reporting To | International Programme Director |
| Main Purpose | To shape, develop and oversee the implementation of the Programme strategy for the organisation across the UK. |
| **Role Description** |
| * Formulate the direction and strategy of the programme function of Hope for Justice (including investigations, advocacy, legal, survivor support and training) across all areas of operation in the UK
* Provide coordination and oversight of the implementation of each programme on all matters relating to survivor support and aftercare
* Support, develop and implement organisational culture throughout all UK programmes
* Oversee the development of new Hope for Justice programmes, scoping and evaluating opportunities, producing baselines studies and making recommendations to the Executive Team
* Assist with establishing, maintaining and improving working relationships with government agencies and authorities and local NGOs
* Monitor all programmes to ensure they are in line with the overall aims of the organisation – meeting objectives, timeframes and within budget
* Establish and continually review best practice standards and frameworks for reporting
* Oversee the management of programme risk, including implementation of a risk management plan and risk register
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| **Person Specification** |
| **Essential*** Minimum of five years’ experience in criminal investigation with a public law enforcement agency, international human rights agency, public international agency, private investigative or security firm, or military or national security agency
* Minimum of 5 years’ experience in directing operations and programmes at a senior level
* Minimum of three years successful management/team building experience, preferably in leading multi-disciplinary teams
* Effective leadership skills with a proven ability to motivate staff effectively
* Experience and knowledge of managing budgets and control processes
* Ability to build effective relationships, influence and persuade internal and external stakeholders
* Experience of delivering complex multi-disciplinary projects
* Proven ability of strategic planning and strategy development
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| **General Competencies*** Organised and methodical
* Able to work in a team
* Exceptional attention to detail
* Works well with change
* Values self-development
* Able to prioritise own work
* Decisive
* Innovative and creative
* Excels at negotiating and influencing
* Excels at people/performance management
* Excellent time management
* Excellent at solving problems
* Proven ability to project manage
* Passion for the organisational aims of Hope for Justice
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| **Review** |
| Date Completed | 31/03/17 |
| Version Number | 1.0 |
| Approved By | IPD |