**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 | |
| **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 | |
| **Review** | |
| Date Completed | 31/03/17 |
| Version Number | 1.0 |
| Approved By | IPD |