**Role Profile**

|  |  |
| --- | --- |
| **Summary** | |
| Job Title | UK Programme Director |
| Department | Programmes |
| Location | Manchester, UK |
| Job Type | Full Time |
| Reporting To | International Programme Director |
| Direct Reports | Investigative Hub Teams, Advocacy Manager, Training Manager |
| Job Purpose | To shape, develop and oversee the implementation of the Programme strategy for the organisation across the UK. |
| **Duties & Responsibilities** | |
| * Consult on and manage 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 | |

|  |
| --- |
| **Experience & Qualifications** |
| * Minimum of 5 years’ experience in directing operations and programmes at a senior level, preferably in a related area * Minimum of 3 years’ successful management/team building experience, preferably in leading multi-disciplinary teams * Experience and knowledge of managing budgets and control processes * Demonstrable experience in building effective relationships, engaging with internal and external stakeholders * Experience in delivering complex multi-disciplinary projects |

|  |
| --- |
| **Key Skills & Attributes** |
| * Excellent leadership skills * Excellent interpersonal and networking skills * Highly motivated with a passion for achieving our organisational aims * Technical knowledge and ability * Organised and methodical * Critical thinking/Problem solving * Innovative and creative * Decisive * Discretion * Integrity * Excellent written and spoken English * IT literate |