

Role Profile

Overview	
Role	UK Programme Director
Main Purpose	To shape, develop and oversee implementation of the Programme strategy for the organisation across the UK and Norway.
Department	Programmes
Location	Head Office, Manchester
Reporting To	Head of Programme Operations
Main Duties	
<ul style="list-style-type: none"> • Consult on and manage the strategic direction of the programme function of Hope for Justice (including investigations, advocacy, legal, survivor support and training) across all areas of operation in the UK and Norway • Provide coordination and oversight of the implementation of each programme on all matters relating to survivor support and aftercare • Monitor all programmes to ensure they are meeting objectives, timeframes and budgets, resolving issues and initiating appropriate corrective action • Promote and develop organisational culture throughout all UK & Norwegian programmes • Oversee the development of new programmes, scoping and evaluating opportunities, producing baselines studies and making recommendations to the Executive Team • Assist with establishing and developing working relationships and proactive communications with government agencies, institutions and NGOs • 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 	
Key Result Areas	
<ul style="list-style-type: none"> • Meeting programme objectives for beneficiaries across all UK/Norway programmes • Aligning all UK/Norway programmes with the key strategic priorities of: Prevent, Rescue, Restore, Reform • Identifying new opportunities for Programme expansion • Implementing Standard Operating Procedures • Developing the team to ensure consistent standards of management and execution across the Programme 	

Soft Skills	Technical Skills
<ul style="list-style-type: none"> • Excellent leadership skills • Excellent interpersonal and networking skills • Highly motivated with a passion for achieving our organisational aims • Organised and methodical • Critical thinking/Problem solving • Innovative and creative • Decisive • Discretion 	<ul style="list-style-type: none"> • Technical programme knowledge and ability • Technical knowledge of modern slavery (desirable) • Sound knowledge of budgeting and resource allocation procedures • Excellent written and spoken English • Proficient report writing • Risk management • IT literate
Experience & Education	
<ul style="list-style-type: none"> • Minimum of 5 years' experience in directing operations and programmes at a senior level, leading multi-disciplinary teams, preferably in a related area • Experience of managing budgets and control processes • Experience in building effective relationships, engaging with internal and external stakeholders • Experience in delivering complex multi-disciplinary projects 	