

SENIOR PROGRAMME MANAGER

- **Organisation:** ISD
 - **Reporting to:** Head of Policy & Research
 - **Location:** Central London, with international travel
 - **Type of Contract:** Full-time permanent contract subject to 3 months' probation
 - **Start Date:** As soon as possible
 - **Salary Bracket:** c. £42,000 - £55,000 dependent on experience
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About ISD

ISD a global counter-extremism organisation dedicated to powering new generations against hate and extremism. For 10 years, we have responded to the rising challenge of extremist movements and the ideologies that underpin them, delivering cutting-edge programmes built from world-leading expertise in communications and technology, grassroots networks, knowledge and research, and policy advice.

Position summary

ISD is going through an exciting period of growth and is looking to expand the organisation's management team. We are looking to recruit a Senior Programme Manager to join the Senior Management Team and bring to the organisation 4-5 years' experience in a mid- to senior-level programme management role in an international development, political affairs, public sector or delivery organisation.

The successful candidate will be motivated by a desire to design, implement and manage a multi-project programme of international engagement for an ambitious and growing non-profit organisation. This role will have overall responsibility for supporting multi-country teams to ensure that programmes meet or exceed targets, are implemented on-time and on budget, and meet all donor requirements.

Key responsibilities

Working closely with an international team, the **Senior Programme Manager** will be responsible for:

Project and Programme Management

- Delivery, financial and project management of a portfolio of 3-5 international programmes to scope, schedule and budget
- Working with other ISD teams to maximise opportunities for increased impact
- Ensuring delivery of our grant commitments and coordination between different aspects of international programming
- Leading the effective start-up, implementation and close-out of all international projects
- Ensuring efficient and robust programme support through effective portfolio management

Personnel and Grants Management

- Line management of up to 5 people; supervision and support across the organisation
- Fostering a positive and collaborative team environment and excellent internal communications among members of global teams, supporting wider professional development
- Supporting project teams to maintain and report on performance metrics
- Writing and editing compelling impact reports and donor reports

International Oversight

- Bringing in international field experience incl. capacity building
- Ensuring delivery of and coordination between different aspects of international policy work
- Assisting in proposal development and/or review based on international expertise

Please note that flexible working hours and international travel will be required for this position.

Person specification

Essential

- Educated to degree level, preferably Master's level
- A minimum of 4-5 years' international project and programme management experience
- International field-work experience, ideally in capacity building or policy projects
- A strong track record in planning, organising, executing and monitoring projects
- A strong track record in financial and grants management and reporting
- Demonstrable experience and knowledge of implementing project management systems, tools and processes applied in a multi-country setting
- Highly organised and detail-oriented but with an ability to think strategically, be flexible, multi-task and use initiative
- Understanding of counter-extremism policy and practice and/or violence prevention, peacebuilding or conflict resolution, ideally in international contexts
- Proven track record in line management and an effective, collaborative management style
- Sound political judgement, diplomatic awareness, and policy leadership
- Ability to communicate effectively with diverse stakeholders including governments, international institutions, policymakers, community leaders and frontline practitioners
- Clear, fluent and concise oral and written communication skills

Desirable

- Fluency in one or more foreign languages, particularly French, Arabic and Spanish
- Experience working in fast-paced, start-up environments
- Experience in leading and delivering large-scale and high profile events

Application process

If you would like to apply for this position please send a one page cover letter and two page CV to sk@isdglobal.org by 21st July 2017. Exceptional candidates may be interviewed and appointed before this deadline.

Please note that only short-listed candidates will be contacted and applications without a covering letter will not be considered. All applicants must have either EU status or right of employment within the UK.