

# Programme Manager – South Asia and Peru

## Job Description

**Reports to:** Senior Programme Manager

**Location:** London, near Kings Cross (Hybrid)

**Hours:** 4 days per week

**Salary:** £37,635 pro rata (including London Weighting Allowance)

**Contract duration:** Permanent

**Direct reports:** None

## About Sense International

Sense International is the only international non-governmental organisation dedicated to supporting people with deafblindness and their families around the world. Sense International supports programmes in Bangladesh, India, Kenya, Nepal, Peru, Romania, Tanzania and Uganda.

## Role purpose and overview

Sense International 2022-2027 strategy aims to remove barriers in societies and systems, so that people with deafblindness are fully included and can fulfil their potential, in line with the UN Convention on the Rights of Persons with Disabilities and the 2030 Sustainable Development Agenda.



The ambitions of our 2022-27 strategy are to uphold and realise the rights of people with deafblindness:

**Innovate** People with deafblindness are included in national systems

**Inform** People with deafblindness, and the people who support them, have more information, skills and knowledge

**Influence** People with deafblindness are recognised in laws, policies and budgets

The Programme Manager will work with Sense International offices and partner teams in South Asia (India, Nepal and Bangladesh) and Peru to support excellent programme and grant management. The role will support strong planning, resource mobilisation and innovation and scoping opportunities for expansion of our work in South Asia and Peru.

## Specific responsibilities

### Programme Management

- Ensure that regional and country programmes are aligned with Sense International's global strategy and country specific strategies and policies.
- Ensure high quality programme management, in line with donor requirements and SI policies and procedures
- Ensure effective programme planning and implementation as well as seeking out opportunities for continuous improvement and innovation.
- Monitor key performance indicators, risks and support country teams with quality assurance
- Support the teams with finalising and implementing country strategies and plans.
- Ensure that technical support needs are appropriately met and support country teams with capacity building. Contract and oversee consultants as needed for specialist work such as provision of technical assistance on deafblindness, quality assurance, audits, research and scoping of innovation.



- Ensure appropriate agreements and contracts as well as reporting, financial and safeguarding procedures are in place and being adhered to with downstream partners.
- Conduct regular programme visits to review progress and support country teams if they face challenges.
- Ensure skills sharing and support country teams with professional development, and capacity development linking them to colleagues in Sense or to sources of external expertise as needed.
- Deliver excellent grant compliance and the timely provision of high-quality narrative and financial reports
- Support the design and development of strong projects and proposals
- Support the South Asia teams with recruitment and people management advice, and escalating to your line manager and/or Director of Sense International if any major people issues impacting delivery of programmes or posing reputational, safeguarding or financial risks

### **Financial Management**

- Ensure strong budgeting, disbursement, reporting and forecasting for all work in South Asia and Peru working collaboratively with the UK-based Finance team and country teams.
- Monitor country and regional plans and budgets on monthly and quarterly basis to ensure effective programme delivery.
- Collaborate with Finance colleagues to ensure effective systems are in place for managing finances related to the programmes operations and to ensure adherence to high standards of financial management in accordance with SI's Finance Manual and other policies.
- Contribute to development of new project / programme budgets and the annual and three-year rolling SI budget.



## **Monitoring, Evaluation and Learning (MEL)**

- Ensure strong MEL frameworks are in place for all programme work in South Asia and Peru.
- Ensure accurate and high quality internal and external reporting.
- Support reflection and sharing of learning from South Asia and Peru with the rest of Sense International.

## **Safeguarding**

- Ensure teams maintain excellent, up-to-date, compliant safeguarding systems and processes within their organisations and projects.
- Liaise with your line manager and/or Director of Sense International as appropriate and flag up concerns at the earliest opportunity.

## **Other duties**

- The Programme Manager will be expected to travel for up to 30 days a year to work with the teams in South Asia and Peru
- The Programme Manager may be requested to provide some programme support to the Romania team.

## **Person Specification**

### **Essential**

- At least 3 years' experience in programme management positions in the international development sector
- Demonstrable experience of managing multi country programmes and grants
- Demonstrable experience of designing and developing projects and programmes



- Demonstrable experience of designing, developing and implementing monitoring, evaluation and learning frameworks
- Demonstrable experience of managing, developing and tracking budgets
- Excellent verbal and written communication skills with the ability to communicate passionately and articulately
- Solution oriented with the ability to find innovative and creative solutions to problems
- Excellent organisational skills with the ability to multitask effectively, use initiative and work well under pressure
- Strong people skills with the ability to build relationships with multiple stakeholders both internally and externally across different cultures and backgrounds
- Experience working in or managing programmes in Asia, Africa and/or Latin America
- Able to travel internationally about 3-4 weeks a year

### **Desirable**

- Fluency or working knowledge of Spanish highly desirable
- Experience of working or managing programmes in South Asia and/or Peru
- Experience of managing grants from major funders such as FCDO (previously DFID), USAID, EU, Comic Relief or major trusts and foundations
- Experience of programme reviews and evaluations including interpreting, analysing and acting on data
- Experience of disability inclusive international development