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## **Programme Manager, Access to Information Programme (Maternity Cover), Bristol (April 2015–end January 2016, part time possible)**

Development Initiatives (DI) works to end extreme poverty by 2030 by making data and information on poverty and resources transparent, accessible and useable. We help decision makers use information to increase their impact on the poorest people in the most sustainable way. We work at every level:

- Supporting local partners in East Africa and Nepal to use data
- Providing information and analysis to inform national and regional decision making
- Offering technical and political support to help improve international systems.

We are an international organisation with staff in Brazil, Kenya, Nepal, Uganda, the UK and the US. This model allows us to be agile and flexible in our approach to drive change.

### **Job overview**

This role will act as Deputy to the Head of Access to Information. The post-holder will be responsible for delivering a project to support the overall implementation of DI's access to information priorities at international and national levels. The post-holder will support the Head of Access to Information to deliver a project to test DI's theory of change – that transparency of data and information leads to better outcomes to end poverty – in three different contexts, and draw out lessons for the whole programme of work. In particular, the post-holder will take responsibility for the development and application of an integrated programme management system that brings together all projects implemented under DI's Access to Information programme.

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### **Person specification**

#### **Education/qualifications**

- Educated to degree level (2.1 or above) in a relevant discipline, e.g. international development with preference for a postgraduate qualification.
- At least five years practical experience in international development or related sector.
- Demonstrable experience of project and people management.
- Familiarity with institutions, mechanisms and a wide range of actors across the development sector.
- Understanding of 'access to information / transparency / accountability' is a strong advantage.
- In-country experience working with local non-governmental or civil society organisations (in our focus countries is an advantage).

#### **Knowledge/technical competencies**

- The ability to understand the impact of access to information and support a wide variety of international and national-level stakeholders to engage in this agenda

- Strong programme and financial management skills
- Confident and clear communication skills (verbal and written)
- Familiar with logframes and project planning processes
- Excellent written and spoken English (essential)
- Familiarity with open data, open development and related discourses and practices is a strong advantage
- Fluency in another language would be an advantage
- Strong skills in MS Office, including Excel.

### **Personal skills/qualities**

- Problem solver (able to detect potential issues and implement solutions if issues threaten to delay the project timeline)
- Excellent interpersonal and networking skills coupled with the ability to build strong and lasting relationship with stakeholders, clients and colleagues
- Cultural sensitivity and ability to work at the pace of others while motivating staff from a distance to get the job done
- Strong time management and organisational skills
- Adaptable and flexible working style
- Able to travel internationally
- A self-starter and full of energy and initiative.
- Ability to work under pressure yet deliver on time with attention to detail and accuracy
- Can recognise, create and seize opportunities to put ideas into practice
- Approaches projects methodically
- Confident in questioning the validity of information and in offering ideas and solutions.

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## **Duties/Responsibilities**

### **Technical duties**

- Leading the development of an integrated programme management system and relevant processes to enable effective oversight and delivery of all ongoing and new donor-funded project budgets; this will include working closely with country and project leads and the finance team, overseeing the programme and project budgets for supporting the use of data and gathering evidence, making decisions on activity, forecasting and monitoring spend, and ensuring fulfilment of donor reporting requirements
- Leading the monitoring, evaluation and impact function for the programme
- Leading on the development and implementation of annual workplans and budgets, ensuring delivery of key milestones and outputs
- Supporting further development and implementation of country-level work, in particular in East Africa
- Supporting the identification of new funding opportunities for access to information work
- Identifying and documenting synergies and lessons learnt from country work to support communication activities and replication
- Supporting the Head of Access to Information in all other aspects of programme leadership as required.

## Management

- Manage programme officers, consultants and interns as required. Initially no direct internal line responsibility is foreseen; however, functional management of team members and consultants is expected.

## Personal development

- Develop capacity plan
- Prepare for and engage in 1:1 meetings and performance management appraisals
- Maintain professional and personal development plans.

## General responsibilities

- Use contextual knowledge to anticipate and manage risks
- Be prepared to make decisions quickly when necessary
- Ensure best value is achieved if purchasing goods and services
- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of Company policies and procedures and legal requirements in relation to personal conduct
- Be willing and committed to take on new work as and when required and to be proactive.

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## Contractual details

Start date:	As soon as possible
Location:	Bristol
Salary:	30,000-36,000 GBP gross pa – to be pro-rated for period of contract
Hours:	35 hours per week, part-time employment possible
Probation:	3 months
Leave:	25 days plus all bank/public holidays
Benefits:	Please refer to web page
Type of Contract:	Maternity cover (limited term contract)
Duration:	10–12 months with immediate start

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## Application details

Please email your CV (no more than three pages) and covering letter (no more than two pages), detailing your skills, experience and how they relate to the role profile, to Jane McNeil (Human Resources Manager) at [HR@devinit.org](mailto:HR@devinit.org), quoting ref: MatCover in the email subject line. Please include in your letter your salary expectations, notice period/available start date and where you saw the job advert.

Closing date: 10<sup>th</sup> April 2015

Interviews: Week Commencing 20<sup>th</sup> April 2015

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## Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

We are unable to offer sponsorship for a work permit/visa application. Evidence of right to work will be requested.

Due to the volume of applicants that we receive, we regret to say that we will be unable to acknowledge receipt of your application and if you do not hear from us within four weeks of the closing date, please assume that your application has been unsuccessful.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our website at [www.devinit.org/about/working-us/](http://www.devinit.org/about/working-us/)