

## **PROGRAMME MANAGER REQUIRED**

### Background and Vision

St Francis Leprosy Guild (SFLG) is a small Roman Catholic charity with a huge ambition – **to end leprosy throughout the world**. We have existed for 125 years, in which time we have provided care and support to people affected by leprosy, and their families throughout the world. Leprosy is a contagious disease that causes nerve damage throughout the body. 200,000 cases are diagnosed each year, mainly in Asia and Africa. Today, leprosy can be cured and SFLG is focused on screening and curing thousands of people to prevent leprosy taking hold and disabilities developing. In addition, SFLG continues to care for thousands of people who have been blinded or disabled historically by leprosy and are rejected by society. Last year SFLG distributed five different grant programmes involving £250,000 spend to 40 Partner Organisations in 15 different countries. More information about our work can be found on [www.stfrancisleprosy.org](http://www.stfrancisleprosy.org).

We are seeking a Programme Manager to join our Executive Team to oversee and drive our various grant programmes. The role will report directly into the CEO and is envisaged to be full-time which can be worked flexibly. The Programme Manager will need to spend at least one day every two weeks at our London office (near Ladbroke Grove, W10), but otherwise can work from home if desired. We support flexible working.

### Role Purpose

**To oversee SFLG's global Grant Programmes to ensure that the maximum benefits are delivered.**

### Primary Responsibilities

- Run the annual programme for Programme, Care and Training Grants. This includes consulting Trustees, designing questionnaires, administrating the web-based application forms, providing access for Partner Organisations, and assisting them as necessary in completing the forms, tracking progress, analysing the results, and preparing narratives for Trustees.
- Responsible for ensuring we have the best possible view of our Partner Organisations leveraging current and historic applications, publicly available information, and individual correspondence to gain the fullest picture.
- For our project-driven grants (Programme Grants and Capital Grants) record and track milestones and performance against targets. Conduct financial analysis. Understand performance of Partner Organisations against each other. Be able to provide sound advice to the CEO and Trustees about how each centre is performing and make recommendations for

further support. Ensure grants are directed to achieve our charitable objectives most effectively.

- Understand “best practices” amongst Partner Organisations and be able to share.
- Track performance on safeguarding and make recommendations to the CEO and Safeguarding Lead. Ensure that we have every possible measure in place to ensure there is no breach.
- Become the first point-of-contact for all Partner Organisations and grant applicants.
- Maintain a log of appropriate photographs, case studies and stories from Partner Organisations for inclusion in fundraising communications.
- Write blogs or articles about experiences with Partner Organisations.
- Identify, research, and verify new grant applicants using all resources available.
- Working with the Finance Manager, understand potential fraud risks and ensure that SFLG has appropriate measures in place to manage in every centre.
- Confident in running zoom calls and/or telephone calls with overseas partners.
- We have a small team, so the role holder will also need to support team initiatives as required.

### Skills

	Essential	Desirable
Education	<ul style="list-style-type: none"> <li>• Degree required.</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Project Management.</li> <li>• Tracking.</li> <li>• Basic Financial Analysis.</li> <li>• General analytical skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in an international Non-Government Organisation</li> </ul>
Abilities	<ul style="list-style-type: none"> <li>• Builds positive relationships.</li> <li>• Organisation Skills.</li> <li>• Flexible.</li> <li>• Able to work on own or as part of a team, take direction from others and collaborate effectively.</li> <li>• Able to problem-solve and respond appropriately to a range of situations.</li> <li>• Excellent written and spoken skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous website management experience</li> <li>• Fluency in a south-Asian language</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to communicate in a concise and compelling way.</li> <li>• Good IT skills – e.g., competent user of Microsoft office, CRM, and internet.</li> <li>• Good time management.</li> <li>• Able to easily relate to a diverse audience.</li> <li>• Close attention to detail.</li> <li>• Empathetic.</li> </ul>	
Motivation	<ul style="list-style-type: none"> <li>• Passionate about helping people in less developed countries.</li> <li>• Support and represent the Roman Catholic ethos, vision, and values.</li> </ul>	

### Terms

- Full-time role that can be worked flexibly. Open to discussing other flexible arrangements (e.g., 4 days a week).
- Salary £36,000 pro rata.
- May be home or office based but must be prepared to travel at least one day every two weeks to SFLG's offices in Ladbroke Grove. Working from home supported at other times.
- Preference for Roman Catholic Faith (as most donors and many Partner Organisations are from an RC background).
- 25 days Annual Leave (pro rata).
- May include occasional travel to our Partner Organisations in less developed countries.

To apply, please send a CV and covering letter to [administrator@stfrancisleprosy.org](mailto:administrator@stfrancisleprosy.org) by Friday 5 November 2021.

For more information, please call Sheila on Tel: +44 (0)7754 592240.