

PROGRAMME MANAGER REQUIRED

Background and Vision

St Francis Leprosy Guild (SFLG) is a Roman Catholic charity with a huge ambition – **to end leprosy throughout the world**. We have been in operation for 125 years; in which time we have provided care and support to people affected by leprosy and their families worldwide.

Leprosy is a chronic, neglected tropical disease that causes nerve damage throughout the body. Around 200,000 cases are diagnosed each year, mainly in Africa, Asia, and South America. Leprosy can be cured by readily available antibiotics and SFLG is focused on screening and treating thousands of people very year to prevent leprosy taking hold and disabilities developing. In addition, SFLG cares for thousands of people who have already been blinded or disabled by leprosy and are rejected by society.

Last year, SFLG distributed five different grant programmes involving £250,000 spend to 40 partner organisations in 13 different countries.

More information about our work can be found on www.stfrancisleprosy.org.

Job Description

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 Chief Executive Officer and is envisaged to be full time which can be worked flexibly. The Programme Manager will need to spend at least one day in 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

The role's main purpose is to oversee SFLG's global Grant Programmes to ensure that the maximum benefits are delivered.

Primary Responsibilities

- Running the annual programme for Programme, Care and Training Grants. The responsibilities include consulting trustees, designing questionnaires, administrating web-based application forms, providing access for partner organisations and assisting, when necessary, in completing applications, tracking progress, analysing the results, and preparing narratives for trustees.

- Establishing optimum knowledge about our partner organisations by leveraging current and historic applications, publicly available information, and individual correspondence, to gain the fullest picture.
- Recording and tracking milestones and performance against targets for our project-driven grants (Programme Grants and Capital Grants). Conducting financial analysis. Understanding performance of partner organisations against each other. Providing sound advice to the Chief Executive Officer and trustees about how each centre is performing and making recommendations for further support. Ensuring that grants achieve our charitable objectives effectively.
- Understanding “best practices” amongst partner organisations and sharing.
- Tracking performance on safeguarding and making recommendations to the Chief Executive Officer and Safeguarding Lead. Ensuring that we have every possible measure in place to make sure there is no breach.
- Being the first point-of-contact for all partner organisations and grant applicants.
- Maintaining a log of appropriate photographs, case studies and stories from partner organisations for inclusion in fundraising communications.
- Writing blogs or articles about experiences with partner organisations.
- Identifying, researching, and verifying new grant applicants using all resources available.
- Working with the Finance Manager, to understand potential fraud risks and ensuring that SFLG has appropriate measures in place to manage such risks in each centre.
- Running Zoom calls and/or telephone calls with overseas partners.
- Supporting team initiatives as required for a small team.

Skills

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Degree required 	<ul style="list-style-type: none"> • Project management qualification
Experience	<ul style="list-style-type: none"> • Project management • Tracking • Basic financial analysis • General analytical skills 	<ul style="list-style-type: none"> • Experience of working for an international NGO
Abilities	<ul style="list-style-type: none"> • Relationship building • Organisational skills • Flexibility • Working independently or as part of a team, taking direction from others and collaborating effectively • Problem-solving and responding appropriately to a range of situations • Excellent written and spoken skills • Communicating in a concise and compelling way. • Competency in IT, for example, the use of Microsoft Office, CRM, and the internet • Effective time manager • Relating to diverse audiences • Paying close attention to detail • Empathy 	<ul style="list-style-type: none"> • Previous website management experience • Fluency in a south-Asian language
Motivation	<ul style="list-style-type: none"> • Passionate about helping people in less developed countries • To support and represent the Roman Catholic ethos, vision, and values 	

Terms

- Full time role that can be worked flexibly. We are happy to discuss other flexible arrangements (for example, working four days per week).
- Salary £35,000 pro rata.
- Home or office based, but a willingness to travel at least one day every two weeks to our offices in Ladbrooke Grove. Working from home is supported at other times.
- Preference for Roman Catholic faith (as most donors and many partner organisations are from a Roman Catholic background).
- 25 days annual leave (pro rata).
- Occasional travel required to our partner organisations that are based in less developed countries.

To apply, please send a curriculum vitae and covering letter to:

administrator@stfrancisleprosy.org by Friday 19 August 2022.