

Job Description

Senior Programme Manager, Renewable World

Role:	Senior Programme Manager
Location:	UK, flexible
Reporting Line Manager:	Global Programmes Director (UK Based)
Direct reports:	None
Contract:	12-months, fixed-term
Salary:	£45,000, plus 30 days' leave and 6% pension

Role summary

Renewable World (RW) is seeking an experienced programme manager to help drive our programme management performance and spend, including through introducing improved processes, systems and capacity building.

They will report to the Global Programme Director and work particularly closely with the Nepal-based Head of Programmes, currently also Acting Country Director, Nepal and Kenya-based project managers, and the fundraising team.

The ideal candidate will be an experienced programme manager that has managed a portfolio of international development projects. They will have worked in organisations with excellent project management processes, tools and performance, and be able to apply this experience to build similarly strong project management capabilities in RW.

The position is advertised as a full-time post, but we welcome applications on a p/t (3-4 days per week) basis. The position will cover for our excellent Grant and Impact Manager (0.7FTE) who is on maternity leave from mid-February 2023. This is not a like-for-like cover, as it has a far greater focus on programme/grant management, which has been identified as an organisational priority to strengthen, following our recent Impact and Efficiency review. Impact elements of the position will be transferred to our Nepal-based Monitoring, Evaluation, Accountability and Learning (MEAL) manager.

This is a remote working position, but the applicant is welcome to spend as much time as they wish in our Brighton office. Occasional travel to Brighton may be required.

RW has a generous leave allowance of 30 days p.a. plus bank holidays, and 6% employer pension contribution.

About Renewable World

RW is an ambitious and dynamic International NGO (INGO) headquartered in Brighton, with branches in Nepal and Kenya.

We are working with partners to deliver transformative change by improving people's access to clean energy and empowering them through training, knowledge-sharing, and making connections.

Our vision is for "A sustainable and fairer world where clean energy is accessible to all".

And every day we are working hard to deliver our mission "To enable the world's poorest people to transform their lives by improving their access to clean energy, empowering them to develop sustainable and resilient livelihoods, and mitigating the impact of climate change".

We have already improved the lives of over 70,000 people, and we are on-track to surpass our goal of reaching 100,000 people by the end of 2022. We have ambitious plans to scale our impact to 2030 and beyond.

We focus on four key areas where we believe we can achieve the greatest impact in transforming lives through clean energy:

- **Energy for Livelihoods:** Improving incomes and welfare through using energy for productive purposes, with a focus on reaching the poorest and empowering women and the socially excluded.
- **Energy for Climate Change:** Helping people adapt to climate change and protect ecosystems through energy-enabled climate-smart agriculture and early warning systems, and mitigating climate change through clean energy and carbon offsetting.
- **Energy for Health and Education:** Using renewable energy to supply clean water for drinking, health and sanitation, electrifying remote health centres and schools to improve health and education outcomes, and enabling cleaner cooking.
- **Energy for Catalytic Impact:** Developing systemic impact and activating demand through the productive use of energy, sustainable multi-stakeholder partnerships, and piloting scalable innovations.

We aim to live and breathe our ENERGY values which are: **Excellence; Networked; Empathy; Resourceful; Gravitas; and Yes we can.**

We have doubled in size over the last three years, with an income of over £3 million and 30 staff. This growth has been driven largely through programme expansion in Nepal and RW's voluntary carbon offsetting programme. At present, we have a portfolio of eight projects, of which seven are in Nepal and one is in Kenya.

Job Description

Programme Management

- Enabling and overseeing effective, efficient and timely implementation of all projects consistent with agreed policies, budgets, deliverables and contracts, and in accordance with specific donor requirements.
- Leading on grants opening, ensuring all staff to be engaged on the project, in both the UK and the in-country team, have a good understanding of project objectives, outcomes, reporting and templates to be followed throughout the project delivery cycle.
- Supporting the Acting Country Director to ensure that all project documentation is set up appropriately within the project inception period and that Project Managers have the resources and support they need to complete and deliver against these.

- Collaborating with project and technical teams in Nepal and Kenya to ensure quality and timely implementation of activities, and ensure that resources (human, financial, material) are available and applied appropriately.
- Coordinating and leading monthly project management meetings with project managers, alongside the Nepal Head of Programmes/Acting Country Director and (in the case of Kenya), the Global Programme Director. You will drive the process and project management rigour, and they will provide additional challenge and support implementation in the respective geographies.
- Through the programme management function, overseeing financial performance and variance analysis of project budgets, and timely delivery of MEAL and procurement plans.
- Working closely with the programme team including Country Manager, Project Manager, and Finance Manager to ensure donor budgets are utilised as directed, financial reporting is on-track, and any alterations are communicated internally and externally, as required.
- Review baselines, mid-term reviews and end of project evaluations to ensure learning is captured and contributes to adaptive project management decisions to improve delivery.
- Ensuring health and safety is embedded into all projects and programmes and that risk management strategies are in place to protect staff, communities, and partners.
- Leading grant close-outs, ensuring project and grant close-out activities are carried out in line with policy, including those relating to sub-contractors, implementing partners etc. In the coming year, we expect to close out 6-7 projects in Nepal and Kenya.
- Escalating key issues as they arise to the Global Programme Director with recommended course of actions.

Strengthening Programme Management

- Leading in the delivery of improved ways of working, that address areas identified within the recent Impact and Efficiency review, as they relate specifically to programme/ grant management and reporting,
- Refining and developing best-practice project management templates, tools and processes to enhance programmatic impact and reporting, rolling these out at a global level, and supporting their effective application.
- Developing capacity building plans for upskilling RW staff on project management, including on-time and high-quality report content, and providing on-the-job guidance, training and coaching as required.
- Developing a Programme Management Manual and rolling this out to the global team.
- Project managing the organisational move from Dropbox to Sharepoint systems, including managing the internal change process and external technical providers.

Programme Fundraising

- Support the new business team to develop funding applications, through the development of supporting documents a required, such as overviews of RW's programmatic capacity, technical experience etc.
- Support and attend meetings with high value, restricted programme funders providing clear and detailed information regarding RW's programmes, methodologies, impacts, and reach.

Project and Programme Account Management and Reporting

- Coordinating quarterly project review meetings, attended by the project management teams in Nepal and Kenya, and RW UK stakeholders, and quality assuring project team outputs.

- Acting as Account Manager for RW's institutional donors, with a view to taking on additional grant management responsibilities throughout the year.
- Responsible for ensuring RW fulfils its obligations to the donor as per the grant contract, and that all obligations are met to a high quality and in a timely manner, including reporting, communication and compliance
- Leading in the preparation and submission of donor reports to institutional donors, with a view to this role taking on additional reporting within the year, quality assuring information received from the Project Managers, and ensuring reports meet donor compliance and expectations.
- Providing appropriate, quality assured, project information and updates to support fundraising team account managers in meeting reporting and compliance requirements for the donors they manage.
- Coordinating and quality assuring responses from the programme team to fundraiser/donor queries.
- Acting as the Secretariat for the Programme Committee, consisting of Trustees and senior management, taking the note and preparing KPI reporting, project and pipeline summary reports and other relevant documents.

Skills and Experience:

Essential:

- Minimum of five years of programme management experience, overseeing a portfolio of projects.
- Bachelor's degree in social science, international development, management, or related field.
- Experience of project or programme management for international organisations, ideally INGOs.
- Strong track record in delivery and improving project management performance.
- Diplomatic, with strong interpersonal skills, and a high degree of cultural sensitivity.
- Experience in donor report development.
- Strong oral and written communication skills.
- Excellent organisational skills and the ability to multi-task.
- Fluent in written and spoken English.
- A commitment to equality, diversity and inclusion.
- A passion for our mission and values.

Desirable:

- Master's degree in relevant area of study and/or project management qualifications.
- Experience in overseeing project-level MEAL.

How To Apply

To apply for this role, please submit your CV and a supporting statement of no more than two sides which describes your suitability for the role to jobs@renewable-world.org

The deadline for applications is 9am GMT, 5 December 2022.

We will contact shortlisted candidates about interview dates later that week and interview before Christmas. Unfortunately, we will only be able to contact shortlisted candidates.

We are an equal opportunity employer, committed to diversity and inclusion in the workplace. We positively encourage applications from all qualified candidates. We do not discriminate on the basis of age, race, gender, sexual orientation, religion, national origin, disability, or any other non-merit factor.