



## Job Description: Head of Policy and Learning

<b>Hours</b>	We are recruiting for a full-time UK-based role (37.5 hours per week) although we are open to considering reduced hours and flexible working for the right candidate.
<b>Reports to:</b>	Chief Executive Officer
<b>Salary:</b>	This role is offered at a starting salary of £48,858 per annum. (Inclusive of London weighting)
<b>Responsible for:</b>	Monitoring Evaluation and Learning Manager (who manages the MEL Coordinator); the Policy and Learning Officer; Training Coordinator; and Technical Advisor. Team budget of c. £250,000.
<b>Location</b>	THET has a small office adjoining Regent's Park in London, but we expect all staff to combine home and office working nowadays. We are also open to home-based working for people outside London, with regular visits to London.
<b>Length of contract</b>	Permanent

### About THET

Today, one billion people will never see a qualified health worker in their lives.

Since 1988, THET has been working to change this. From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all.

We do this by leveraging the expertise and energy of the UK health community, supporting Health Partnerships between NHS institutions, Royal Colleges and academic institutions in the UK and those overseas.

In the past ten years THET has reached over 100,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions.

THET is an exceptionally friendly place to work, and we have maintained this reputation throughout the challenges of the COVID-19 pandemic. In our most recent staff survey for example, we scored >79% satisfaction ratings across 12 of 15 questions, an 89% approval rating for how the charity is responding to COVID-19.

We have also recently experienced a period of growth bringing the total number of staff at THET to c. 50. Of these, 60% are based in the UK and have access to an office near Regent's

Park in London. However, in the past eighteen months we have very actively encouraged applicants from other parts of the UK who are happy to be homeworking.

THET offers a range of benefits including 25 days annual leave (pro-rata) plus 3 days winter closure between Christmas and New Year; 5% pension contribution when Employee contributes 3%; Cycle to work scheme; and a Child Care voucher scheme.

You can learn more about our work on [our website](#).

### **The team and role overview**

THET's Policy and Learning Team plays a pivotal role in contributing to the quality of THET's work, providing expertise across our grants, programmes, and communications activities, and maintaining THET's position as a thought-leader in the Health Partnership space across the UK and internationally. We are a trusted partner to several UK Government departments and devolved administrations, the All-Party Parliamentary Group on Global Health, and an NGO in Official Relations with the World Health Organization. We are best-known for our contribution to thinking around Health Partnerships and the influence these have on health system strengthening in Low- and Middle-Income Countries and the mutual benefit derived by the UK from a globally engaged National Health Service.

The Head of Policy and Learning is a vital appointment for THET and provides the successful candidate with the opportunity to engage at the highest levels of government and multilateral agencies and of health systems both in the UK and overseas. You will have a proven track-record in policy work and relish the opportunity to deepen the evidence base for the effectiveness of our approach, and the broader understanding of how a globally engaged UK health workforce can bring benefits both to our partners overseas, and to the UK. You will be able to respond dynamically to a fast-changing environment as well as offer insightful guidance to a highly motivated team of experts working in the monitoring and evaluation and policy space. You will have an eye to how this work can be funded and excel in brokering relationships internally and externally. You will lead a dynamic and creative team which bring their own considerable expertise across monitoring, evaluation and learning and policy.

The role is managed by the Chief Executive Officer, with whom you will work closely, and forms part of the THET Leadership Team, which supports the Senior Management Team to ensure the charity is well led.

### **Key responsibilities:**

1. To provide leadership to the Policy and Learning Team (PLT) at THET, championing its contribution externally and across the wider organisation, ensuring that its expertise is fully utilized with our partners in the wider global health and Health Partnership community and across every activity of the organisation.

2. To develop and implement a policy and learning agenda for THET that is grounded in the evidence of its programme work and encourages continual improvement in ways which are both alert to the wider context in which THET works, and our organisation's commitment to advance Gender Equality, Social Inclusion, and combat racism.
  3. To further deepen THET's and our partners' understanding of the mutual benefit the Health Partnership approach brings for individuals, institutions, and health systems in the UK and Low- and Middle-Income Countries, maintaining our reputation for outstanding thought leadership in this space.
  4. To lead THET's thinking on the organisation's wider research priorities with an emphasis on building a deeper understanding of our impact, working in collaboration with academic institutions to support research and evidence gathering and publications in academic journals.
  5. To take responsibility for the charity's relationships with key external stakeholders across the NGO, academia, and government sectors, and including with the World Health Organization, with whom THET is an NGO in Official Relations, by acting as an ambassador for the charity and the PLT in external meetings and conferences.
  6. To ensure the team plays a leading role in shaping the content of THET events such as our Annual Conference and training programmes, both internally and externally, working to execute these in partnership with the External Engagement Team and others.
  7. To ensure the team is, where necessary, actively engaged in new business development and operating within budget by maintaining a clear record of the funding for the team and ensuring adequate funds are available for ongoing staffing commitments.
  8. To constructively contribute to the strategic and operational performance of the charity, making the connections between the policy and learning work and the broader strategic direction of the charity and, through membership of the THET Leadership Team, assist in the task of ensuring the charity is well led.
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**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Master's Degree in a subject related to health or international development.	Health-related qualification.
<b>Experience</b>	<p>Experience of working for an international health charity and/or of working within the UK or in Low and Middle Income Countries (LMICs) health system.</p> <p>Strong experience in developing and writing policy and learning positions in global health and ensuring their uptake by stakeholders.</p> <p>Demonstrable understanding of monitoring and evaluation.</p> <p>Strong experience of developing and cultivating relationships with external stakeholders.</p> <p>An understanding of the funding environment for policy and learning work.</p> <p>Experience of line-managing a team.</p>	Experience of liaising with UK Government and/or NHS arms-length bodies
<b>Knowledge</b>	<p>Demonstrable knowledge of current global health issues.</p> <p>Deep understanding of research techniques and monitoring and evaluation.</p> <p>Specific knowledge of policies relating to health workforce capacity development in low- or middle-income countries.</p> <p>Knowledge of the mutual benefit agenda and of Health Partnerships.</p>	

	Demonstrable understanding of Gender Equality, Social Inclusion and Race Equality.	
<b>Skills</b>	<p>Highly motivated self-starter.</p> <p>Excellent communication skills, both written and oral.</p> <p>Excellent analytical skills.</p> <p>Good interpersonal skills, particularly in the context of team management and external representation of the organisation.</p> <p>Proven ability to self-organise.</p> <p>An ability to manage a team and/or departmental budget.</p>	
<b>Values</b>	<p>Strong commitment to THET's cause and values.</p> <p>Intercultural sensitivity and awareness.</p>	
<b>Other</b>	Ability to travel overseas and within the UK.	

**How to apply:**

To apply for this role please send your CV and a cover letter to [jobs@thet.org](mailto:jobs@thet.org) by midnight on Sunday 1<sup>st</sup> August 2021.

Interviews will take place in the week commencing 9<sup>th</sup> August 2021. THET is an equal opportunities employer.

**This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.**