We're hiring!

Thanks for your interest in working at THET. This job pack provides you with everything you need to know to apply for this role and what it means to work at THET.

PROGRAMMES OFFICER
About the Tropical Health and Education Trust (THET)

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at thet.org
OUR VALUES

1. Partnering through collaboration
2. Partnering with respect
3. Partnering with integrity
4. Partnering through learning
Here are the top four things to be excited about:

- Being at the heart of the global health partnership community, supporting UK NHS and other health workers to volunteer internationally.

- Working across a broad grants management portfolio, on several themes and countries across sub-Saharan Africa.

- The chance to develop a variety of skills in global health and international development, including: project management; monitoring, evaluation and learning; new business development; and training.

- Joining a friendly Programmes Team with a hybrid working pattern and plenty of learning and development opportunities.
### JOB SPECIFICATION

<table>
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<tr>
<th>Contract type</th>
<th>18-month fixed term contract; 37.5 hours per week</th>
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<tbody>
<tr>
<td>Location</td>
<td>UK-based, working from home with access to an office near Liverpool Street, London. In-person team meetings first Thursday of every month, and possibility of some travel to Africa.</td>
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<td>Salary</td>
<td>£29,328 p/a</td>
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<td>Key Contact</td>
<td>The Officer is line-managed by the Programmes Coordinator and will work closely with other members of the Programmes Team, Research, Evidence and Learning Team, and Country Teams.</td>
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**What is expected of you in the first six months?**

- You will support the team in holding a grants selection process, from developing application call documents through to organising the selection panel and liaising with applicants.
- You will develop strong relationships with in-country grants officers and support them in their grant oversight role.
- You will provide logistical support to the programme team in hosting a variety of events to launch the programme.
- You will compile briefings on the programme for senior external stakeholders.
1. Programme Management support
   - Support in-country grant officers in overseeing a portfolio of health partnership grants, between UK health institutions and their counterparts in sub-Saharan Africa.
   - Contribute to learning analysis meetings, as well as quarterly donor reports and end of project impact reports.
   - Support the production of internal and external presentations, briefings and reports;
   - Support the organisation of events, to include booking venues, travel and accommodation for team members; managing bookings for events and liaising with participants; assisting with the production of workshop materials; and ensuring that logistical support is given to team members involved.
   - Provide logistical support for other international trips for team members, including booking travel and accommodation.
   - Conduct audit visits to UK institutions.
   - Provide other administrative support where required.

2. Programme Quality and design
   - Contribute to the design of organisational and health partnership quality programme approaches, including standards, processes, tools and guidance.
   - Contribute to the delivery of capacity development interventions for grant holders and THET country teams as appropriate.
   - Contribute to the design of new projects, supporting team members in developing funding proposals.

3. Grants Database Administration
   - Ensure optimum use of the grants management database (on the Salesforce platform), including grant analysis, production of reports, and analysis of monitoring and evaluation methods.
   - Support the internal team and grant holders to navigate the database.
   - Liaise with the database supplier to troubleshoot any issues.

4. Miscellaneous
   - Support country office teams to report on their progress, and update their organisational processes, policies and security information.
   - Attend and present THET’s work at UK and international events.
   - Join your choice of THET’s and external thematic working groups, such as on gender equality and social inclusion, on climate crisis, etc.
# Role Requirements

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<tr>
<th>Person specification</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Qualifications</strong></td>
<td>• Bachelor’s Degree (2:1 or above) in a relevant discipline.</td>
<td>• Master’s Degree level in a relevant discipline, such as International Development or Global Health.</td>
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</table>
| **Experience**       | • Preparing and delivering written and verbal communications to a range of audiences.  
                      • Budget preparation, tracking or monitoring.  
                      • Travel and/or event logistics.  
                      • Previous experience in the global health and/or international development sector  
                      • Team working – able to work collaboratively with colleagues. | • Grants management  
                      • Database management  
                      • Working closely with in-country teams  
                      • Monitoring and evaluation and/or research  
                      • Volunteer management  
                      • Proposal development and donor tracking |
| **Skills**           | • Excellent command of written and spoken English.  
                      • Well-developed IT skills and competence in Microsoft Word, Excel and PowerPoint  
                      • Excellent time management skills and ability to manage competing deadlines.  
                      • Team player able to work independently when required and to manage a diverse and heavy workload.  
                      • Attention to detail.  
                      • Good financial management skills. | • Ability to analyse, synthesise and communicate complex issues in a clear manner.  
                      • Confident in developing the capacity development of others.  
                      • Excellent interpersonal skills and confidence in dealing with UK and overseas partners as well as senior staff from diverse organisations. |
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| **Knowledge**        | • Understanding of, and interest, in international development and global health issues.  
                        • Awareness of Monitoring and Evaluation principles. | • Knowledge of Sub-Saharan Africa  
                        • Knowledge of issues relating to health workforce capacity development in low- and middle-income countries |
| **Values**           | • Strong commitment to THET's cause and values.  
                        • Highly motivated self-starter.  
                        • Flexible and adaptable.  
                        • Intercultural sensitivity and awareness. | |
| **Other**            | • The candidate must be willing to travel overseas up to 10 weeks per year.  
                        • The candidate must be willing to work in insecure areas and travel to rural areas.  
                        • THET is an equal opportunity employer, and any form of canvassing will lead to automatic disqualification.  
                        • A commitment to matrix working. | |