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.

HEAD OF PROGRAMMES
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 UK global health community, supporting UK NHS and other health workers to engage internationally, working closely with diverse partners including WHO and UK Government Departments.

- Overseeing a broad, health systems strengthening programmes portfolio, operating across several health themes across sub-Saharan Africa and South-East Asia.

- Building structure and support around a quickly expanding programmes team in the UK and overseas.

- Taking on a leadership role within THET, contributing to the quality and strategic direction of its programmes work.
**Hours**

37.5 hours

**Location**

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 and south-east Asia.

**Contract type**

Permanent

**Salary**

£56,363 p/a

**Reports to**

Director of Programmes

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**What is expected of you in the first six months?**

- Review and build on mechanisms for providing quality assurance and oversight to THET’s centrally-managed programmes.

- Take on responsibility for delivering one of THET's centrally-managed programmes by leading regular project meetings, building relationships with donors and external stakeholders, and coordinating the submission of a quarterly report.

- Take forward actions from the recently held team away day, around inculcating a learning & development environment, spotlighting programme impact, and setting up an internal partnership support working group.

- Familiarise yourself with your line managers' ways of working and support them through the annual appraisal process.
The Head of Programmes (HoP) has oversight of, and provides quality assurance to, THET's centrally managed programmes, as well as coordinating UK inputs to the delivery of country-led projects. They will ensure all programmes are delivered to a high standard, on time and on budget. They are also responsible for managing the programmes team as a whole, ensuring a supportive, learning environment is in place. This role furthermore represents THET to external audiences and positions the charity in relation to any new business opportunities.

**Accountability and working relationships**

The Head of Programmes reports to the Director of Programmes, a member of the Senior Management Team (SMT). This role also carries line management responsibility for five Programmes Managers and works closely with colleagues from across the organisation, including colleagues overseas, Finance, Research, Evidence and Learning, and External Engagement teams. In addition, this post will work closely with other members of SMT to support income generation opportunities related to centrally managed programmes.
Programme oversight
- Overall responsibility for the management of the full portfolio of THET’s centrally-managed programmes, ensuring programmes are on track and to budget, and complying with internal procedures and donor regulations.
- Where applicable, contribute directly to the project management of a particular programme.
- Ensure programmes are managed within agreed standards and risks are identified, mitigated and escalated as appropriate.
- Regularly review progress against the agreed priorities with the programme managers.
- Ensure relevant programme monitoring and management visits are undertaken as appropriate and to the agreed standards.
- Liaise with other THET teams to identify areas for more effective collaboration.

Programme quality
- Support the review and updating of quality grant management systems, processes and tools to guide the delivery of quality grants management programmes.
- Support the roll-out and review of THET's quality programme standards.

Health Partnership Capacity Development
- Oversee the guidance and support provided to Health Partnerships.
- Contribute towards the development and delivery of health partnership capacity development initiatives, including resources and events.

Narrative reporting and external communications
- Quality assure the preparation of narrative reports to donors.
- Serve as the main focal point for communications to private and institutional donors as appropriate.
- Maintain communications with external partners, building relationships with strategic THET partners.
- Prepare reports for the Board and Programmes Quality Committee on a quarterly basis.

Finance
- Maintain overall budget authority for the centrally managed multi-country programmes ensuring funds are managed effectively in line with donor requirements and conditions.
Maintain an overview of grants management and monitoring, and ensure that appropriate controls and decisions are made regarding responsible release of funds to grantees.

Authorise weekly grant payments.

Maintain a clear record of the funding for the programmes team and ensure adequate funds are available for ongoing staffing commitments.

**Strategy and programme development**

- Lead on the development of a centrally managed programme strategy.
- With the Research, Evidence and Learning team, incorporate lessons learned across the programme portfolio.
- Provide operational leadership to the charity in the development of THET’s programme and grants management services, and lead the design of future programmes.

**Staff management**

- Lead and manage the programmes team, create a supportive environment and provide leadership around expected standards of professionalism and quality of output.
- Support the team in the delivery of programme activities, coordinate regular meetings and 1-to-1s, assist in problem solving, act as a sounding board for ideas and seek to optimise each team member’s personal development.
- Undertake required HR processes following all appropriate THET policies and procedures.

**General support**

- Provide support to the Director of Programmes and others as necessary and relevant.
- Represent THET externally at global health events.
# Role Requirements

<table>
<thead>
<tr>
<th>Person specification</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td></td>
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<tr>
<td>A Degree in a subject related to international development or global health</td>
<td>Masters' Degree in a subject related to international development or global health</td>
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<td><strong>Experience</strong></td>
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<tr>
<td>Managing multi-million grant contracts</td>
<td>Global health</td>
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<td>Working on grant-making funds</td>
<td>Working for an NGO</td>
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<tr>
<td>Managing funds on behalf of UK Government, EU or other institutional donors</td>
<td>Volunteer management</td>
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<td>Programme delivery in a low- or middle-income country.</td>
<td>NHS-facing experience</td>
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<td>Writing funding proposals</td>
<td>Use of Salesforce or a similar reporting/customer management system</td>
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<td>Developing and cultivating relationships with external stakeholders</td>
<td>Working in a low- or middle-income country</td>
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<td>Strategic planning and managing budgets</td>
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<td>Team management for performance.</td>
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<tr>
<td><strong>Knowledge</strong></td>
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<td>Current global health issues.</td>
<td>Issues relating to health workforce or systems in low- or middle-income countries</td>
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<td>Project and grant management cycle and processes</td>
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<td>Understanding of UK Government, EU or other institutional donor funding regulations</td>
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<td>Grant and commercial bidding processes</td>
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<td>Value for Money</td>
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<tr>
<td>Safeguarding</td>
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<tr>
<td><strong>Values</strong></td>
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<td>Strong commitment to THET's cause and values</td>
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<td>Intercultural sensitivity and awareness</td>
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# ROLE REQUIREMENTS

## Person specification

### Essential
- Ability to manage high-value donor-funded programmes.
- Ability to manage a team effectively.
- Highly motivated self-starter.
- Skills in MS Excel, Word, Outlook and PowerPoint.
- Communication skills, both written and oral.
- Interpersonal skills, particularly in the context of team management and external representation of the organisation.
- Ability to self-organise.

### Desirable

## Skills

## Other

- Ability to travel overseas and within the UK.
- A strong commitment to matrix working.
How to apply:

Candidates can apply by submitting a two-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person's specification.

This letter should be submitted with a CV to jobs@thet.org by midnight Tuesday 2nd January 2024, with 'Head of Programmes' in the subject line. Applicants must be available for interview and assessment over the following two weeks.

THET is an equal-opportunity employer, and any form of canvassing will lead to automatic disqualification.

The job holder must be able to live and work in the UK. Non-EC nationals will require current and valid permission to work in the UK.

WHAT WE OFFER

What we offer:

- Flexible working hours
- Access to a coworking space in Liverpool Street
- Enhanced Maternity and Paternity leave benefits
- Confidential Employee Assistance Programme
- 25 days annual leave plus three days off between Christmas and New Year
- Annual learning & development allowance
- 5% employer pension contribution when an employee contributes 3%.
- Cycle to work scheme
- A friendly, supportive work environment.