

## Job Specification

**Job Title:** Head of Programmes  
**Reports to:** Chief Executive Officer  
**Location:** Flexible/ Working from home

**Job Overview:** The Head of Programmes role is responsible for leading the direction, coordination and oversight of Beyond Stigma's programme portfolio in line with the goals and vision of the organisation and international best practice. But most importantly, they will be committed to the fundamental ethos of the organisation.

### Programme Development and Management:

- Develop the current portfolio of programmes that responds to the local context and contributes to a clear theory of change in line with Beyond Stigma's Strategy.
- Ensure that Beyond Stigma has a clearly identified niche and that our added value contributes to our partners' work.
- Ensure that all programmes promote communications, advocacy, research and innovation.
- Ensure effective gender mainstreaming throughout the programme cycle.
- Identify learning priorities within programmes and facilitate the sharing of this learning
- Ensure that all programmes meet the requirements of back donors

### Specific to Monitoring, Evaluation and Learning:

- Ensure that the programmes are designed, implemented, monitored and evaluated in line with best practice and that all programmes have a clear M&E framework
- Ensure that technical support is accessed / provided to carry out programme baselines and evaluations.
- Ensure clear reporting systems in line with organisational and donor requirements.
- Through regular programme review ensure that programmes are on track and challenges are dealt with.
- Assist colleagues and partners to deliver high quality programme review and reports and that can be used for programme management, and ongoing learning and adaptation.
- Promote MEL methodologies that foster internalisation of learning, and where possible promote elements of peer review.

### Financial and Admin Management

- Develop programme budgets and conduct regular budget reviews.
- Maintain oversight of programme budgets and review and monitor all programme expenditure in close coordination with the finance consultant.
- Ensure that financial reports are produced in a timely manner and to a high standard.

- In collaboration with the CEO take appropriate actions if problems with financial management or organisational governance are identified.
- Ensure that financial management guidelines and policies are adhered to.
- Support the CEO to develop, implement and review a Funding Strategy for Beyond Stigma and in identifying possible funding opportunities.

### **Human Resource Management**

- Support and mentor team members as part of their professional development and to help them to be highly effective in their work.
- Establish a team approach to programming, ensuring that the team work together to share learning and to exchange skills.
- Ensure team meetings for information exchange and strategic discussions

### **Policy, Advocacy and Communications**

- Support the CEO to proactively drive an evidence-based advocacy agenda and to embed advocacy within programme strategies.
- Support colleagues to ensure that communications are being used to promote/highlight self-stigma, Beyond Stigma and our partners' work, as well as to support advocacy initiatives.
- Respond to organisational needs for materials / content related to policy, advocacy, fundraising and communications.

### **Risk management**

- Take responsibility for Risk Management at a programme level, ensuring the capacity to analyse and respond to risk at programme level and that these risks are captured and managed as part of Beyond Stigma's risk management strategy.

### **Essential attributes:**

- Alignment with Beyond Stigma's ethos and values
- Proven management experience, preferably in an NGO environment, and ability to lead, motivate and develop others.
- Strong understanding of programme cycle management, ideally based on significant field operations experience managing programmes in relevant areas of work (HIV, Global Health, Human Rights, Gender Equality, GBV).
- Experience of strategy development and implementation, including demonstrated ability to analyse information, evaluate options and to think and plan strategically.
- Demonstrated knowledge of Beyond Stigma's thematic programme area - self stigma, positive mental health and well-being.
- Track record of engaging with and securing funds from institutional donors.
- Substantial understanding of and experience with effective financial management.

- Excellent verbal and written communication skills, with demonstrated ability to deliver high quality written deliverables such as programme reports, strategic documents.
- Outstanding Interpersonal Skills: Diplomatic, tactful, and approachable, with the ability to build strong relationships.
- Experience of working through partnership and strengthening community-led approaches.
- A deep understanding of the context of countries in the Global South and the role of INGOs in supporting locally owned programmes.
- Comfortable working in changing environments, diverse cultural settings, and resource-constrained conditions.
- Demonstrable ability to build effective working relationships with partners, supporters, funders and other stakeholders.

#### **Desirable attributes:**

- Experience at senior management level contributing to the management and strategic direction of an organisation.
- Experience of adaptive management in programme work.
- Strong facilitation skills.

#### **Education:**

The successful candidate will likely hold a primary degree and postgraduate qualification in relevant subject areas.

#### **Beyond Stigma is recruiting for a part-time Head of Programmes (2.5 days/week)**

Beyond Stigma develops evidence-based programmes to address feelings of worthlessness and shame among vulnerable populations, primarily in the developing world. We are an organisation dedicated to addressing self-stigma and shame. More information about Beyond Stigma here - [www.beyondstigma.org](http://www.beyondstigma.org) . The successful person will have the capacity and enthusiasm to lead Beyond Stigma to shape the goals and vision of the organisation at this time of vibrant development and expansion. But most importantly, they will be committed to the fundamental ethos of the organisation.

#### **Application Details**

- Application: Send CV and cover letter to: [info@beyondstigma.org](mailto:info@beyondstigma.org)
- Deadline: 21 June 2024
- Part-time - 2.5 days/week
- Salary commensurate with experience
- Only shortlisted candidates will be contacted

#### **Position is subject to funding availability**