

Job Description
Director of Programmes

Grade	5
Salary range and benefits	£58,705 - £65,228. Pension contribution 8% of salary, life insurance, flexible working, remote working, office available 57 Norton Park, Edinburgh, EH7 5QY. Member of 4-person Leadership Team, which is part of a staff of 7. Foreign travel.
Full- / Part-time	Full-time (35 hours per week) – will consider 4 days/week (28 hours)
Location	Scotland-based (in-person meetings are in Scotland), including periodic in-person meetings likely in Edinburgh with colleagues and board, with donors as needed and where appropriate, plus other occasional in-person networking.
Reporting to	Chief Executive Officer (CEO)

Job purpose and opportunity

This senior position is an opportunity for a Programmes professional to contribute to shaping an international development organisation addressing some of the most important issues of our time.

The Director of Programmes is responsible for the development, management and most of the funding of EMMS International’s programmes, and contributes to the corporate leadership of EMMS International through membership of its 4-person Leadership Team.

The post-holder shares with the CEO responsibility to maximise income from institutional donors, and shares with the CEO and other colleagues responsibility for maximising income from foundations. The post-holder may develop any other innovative, programmes-related generation of funds that may arise.

The post-holder has responsibility for shaping EMMS International’s programmatic specialisations in consultation with the CEO, based on greatest needs, and EMMS International’s track record, strategic plan, and vision of “A just world in which all people have access to good quality and dignified healthcare”.

Current specialisations are palliative care (often part of Non-Communicable Disease work), Healthcare Career Pathways (helping financially vulnerable women into college and healthcare jobs), solarising hospitals, and response to health emergencies in the areas around our partners. We also currently help reduce teenage pregnancies, help health facilities become more financially and environmentally sustainable, and tackle leprosy, all of which the post-holder could grow through successful proposals.

The CEO currently runs all Programmes; over time the post-holder will assume responsibility for shaping the Programmes portfolio and mainly funding it, with details to be worked out with the successful candidate and depending on workload and funding opportunities.

Main Responsibilities

- As part of the Leadership Team, contribute to development and monitoring of EMMS International’s strategy.
- Work with partners in Scotland and overseas (currently Malawi, India, Nepal, Rwanda and Zambia), to grow, design, implement, monitor, evaluate and learn from projects and programmes in line with the vision, values and strengths of EMMS International.
- As part of the above, lead the design of high-quality proposals to high-calibre and larger donors.
- Inspire colleagues with information on Programmes to inform their external communications.

Key Activities

- 1 Strategy
 - Work alongside the CEO, Director of Finance and Director of Fundraising and Communications to develop the overall strategic aims and objectives for EMMS International, leading on programmatic planning to optimise our implementation, income and reputation.
- 2 Programme Development and Management

<ul style="list-style-type: none"> a. Lead the direction, effectiveness, coherence and implementation of overseas programmes and projects in conjunction with EMMS International’s overseas partners existing and new. b. Ensure robust and proportionate monitoring and evaluation of programmes and projects, which contribute to learning and decision-making in EMMS International and with partners. c. Ensure and participate in appropriate external representation of EMMS International and effective networking with large donors and specialists in the areas of our work, which contribute to the achievement of our objectives and aims. d. Identify and maximise opportunities for institutional funding and provide leadership in the acquisition and management of such funds. e. Work with colleagues to research and nurture foundations whose funding is appropriate to our programmes, and lead applications to and communications with foundations which require project design. f. Work with the fundraising team to help them create strong cases of support for our programmes. g. Manage programme budgets and cash flow, monitoring income and expenditure. h. Undertake essential visits overseas to achieve our aims and objectives, respecting our environmental policy of minimising flights and travelling in the most ethical manner with minimal impact on the environment. i. Ensure that EMMS International complies with best practice in international relief and development, leading us through specific compliance procedures if judged appropriate. <p>3 Governance</p> <ul style="list-style-type: none"> a. Write papers for, attend and participate in quarterly and annual Board meetings. b. Support and facilitate Board induction and strategy development as required. <p>4 People</p> <ul style="list-style-type: none"> a. Contribute to the Leadership Team’s management of all staff. b. Communicate effectively with all colleagues, taking leadership appropriate to a small, remote-working team, helping ensure that all staff feel equally welcome and part of our team.
<p>Key relationships</p> <ul style="list-style-type: none"> • CEO • Director of Finance • Director of Fundraising and Communications • Board of Trustees • Programme Partners (existing and future) • Institutional donors • Foundations and some philanthropists (as agreed with the Director of Fundraising and Communications) • Scotland’s International Development Alliance and similar international development bodies • Other INGOs
<p>International travel The post requires international travel of 3-6 weeks/year plus a small amount of UK travel to support programme development and grow EMMS International’s reputation effectively.</p>
<p>Right to work in the UK All staff must have the right to work in the UK.</p>

This job description cannot cover every point or task that may arise in the post. The post-holder is expected to carry out some other duties broadly consistent with those in this document.

**Person specification for working towards EMMS International's vision –
A just world in which all people have access to good quality and dignified healthcare:**

Essential knowledge, experience and track record:

1. Strong experience of designing and managing international development programmes with overseas partners, including monitoring their activities, outcomes, objectives, goals and unintended consequences.
2. Experienced in ensuring that all programme design and policy decisions are focused on organisational goals and vision.
3. Demonstrable track record in winning institutional (governmental) and foundations funding.
4. Strong experience of helping partners towards their goals and where appropriate, towards less dependence on foreign donors.
5. Strong experience of project budgets and working with a Director of Finance on project financial reporting and supporting their due diligence of partners.
6. Conversant in institutional donors' key policies and conversant in latest evolving methodologies of international development and relief.
7. Commercially astute, articulate and technically strong, able to operate strategically & operationally.
8. Excellent communication skills at all levels.
9. Ability to handle pressure and make effective decisions.
10. High integrity and openness plus commitment to good governance.
11. Believes in the importance of good health and healthcare for all societies.
12. Passionate about sex equality and minimising and mitigating impact on climate and environment.
13. Able to travel up to 6 weeks/year abroad, to quarterly board meetings in Scotland, and to other occasional meetings in the UK.

Desirable knowledge and experience:

14. Has lived and worked in a low-resource country for at least 2 years.
15. Up to Masters degree in a relevant discipline.
16. Well networked in international development in Scotland.

Essential personal attributes:

Excellent analyst, communicator and influencer:

17. Excellent internal communications with colleagues & trustees, driven by amiability, team spirit, dedication, helpfulness and a feeling of joint ownership of EMMS International.
18. Excellent communication skills with all stakeholders, both verbal and written.
19. Is a role model and credible leader in EMMS International.
20. Inspires confidence among donors, colleagues, trustees and others.
21. Naturally detects and analyses political influences on donors, situations and the health sector.
22. Culturally sensitive, able to work well with a wide variety of people.
23. Identifies opportunities to improve delivery through partnerships

Self-driven:

24. Resilient and determined, persists in the face of obstacles and bounces back after setbacks.
25. Self-motivated, solutions-oriented and results-driven, with strong influencing skills.
26. Pragmatic and able to work across all levels ensuring key deliverables are met.
27. Proven ability to prioritise tasks and develop clear plans.

Team-working leader:

28. Takes a whole-organisation view, prioritising organisational strategy over Programmes tactics.
29. Considers how the current business might be affected by future developments and trends.
30. Sees impact of corporate decisions on stakeholders and future strategy.
31. Challenges, is happy to be challenged and encourages others to take on tough challenges.
32. Exploits key sources of evidence, engaging with relevant experts for evidence to support aims.
33. Seeks facts but takes decisions when needed even when faced with limited information.

How to apply: Please send CV + cover letter by 8th December explaining why you are a good fit for this post, to Recruitment@emms.org . Interviews 21st December in Edinburgh.