



Senior Programme Manager – Multistakeholder Partnerships (Maternity Cover)

JOB PARTICULARS

Application Deadline:

By February 15th 2021 (applications will be considered as they arrive)

Accessibility options:

This document can be made available in more accessible formats on request to recruitment@tpiglobal.org

The Partnering Initiative

21B Park End Street, Oxford, OX1 1HU, United Kingdom

Senior Programme Manager

The organisation

The Partnering Initiative is the leading independent not-for-profit dedicated to unleashing the power of partnership for a prosperous and sustainable future. TPI was founded in 2003 around a passionate belief that only through collaboration among business, government, NGOs and the UN can we tackle the greatest environmental, development and resilience challenges and transform societies.

For sixteen years, TPI has been internationally recognized as a pioneer in the development of the theory and practice of cross-sectoral partnering. TPI continues to push the boundaries through its cutting-edge work strengthening the enabling system that allows partnerships to thrive:

- encouraging supportive international and national policy;
- building platforms and other mechanisms in-country that can systematically catalyse partnerships;
- supporting international partnerships to operate as strategically and effectively as possible;
- helping major international organisations to undertake the change required to be institutionally effective at collaboration through its ground-breaking Fit for Partnering approach;
- building the skills and capacity of individuals for partnering (including through training, tools and guidebooks and research pieces).

TPI has built up a considerable reputation for ‘delivering above our weight’: both in terms of developing new theory, and codifying effective partnering practice; and in terms of our outreach, connections and engagement with the business sector, the UN and intergovernmental processes.

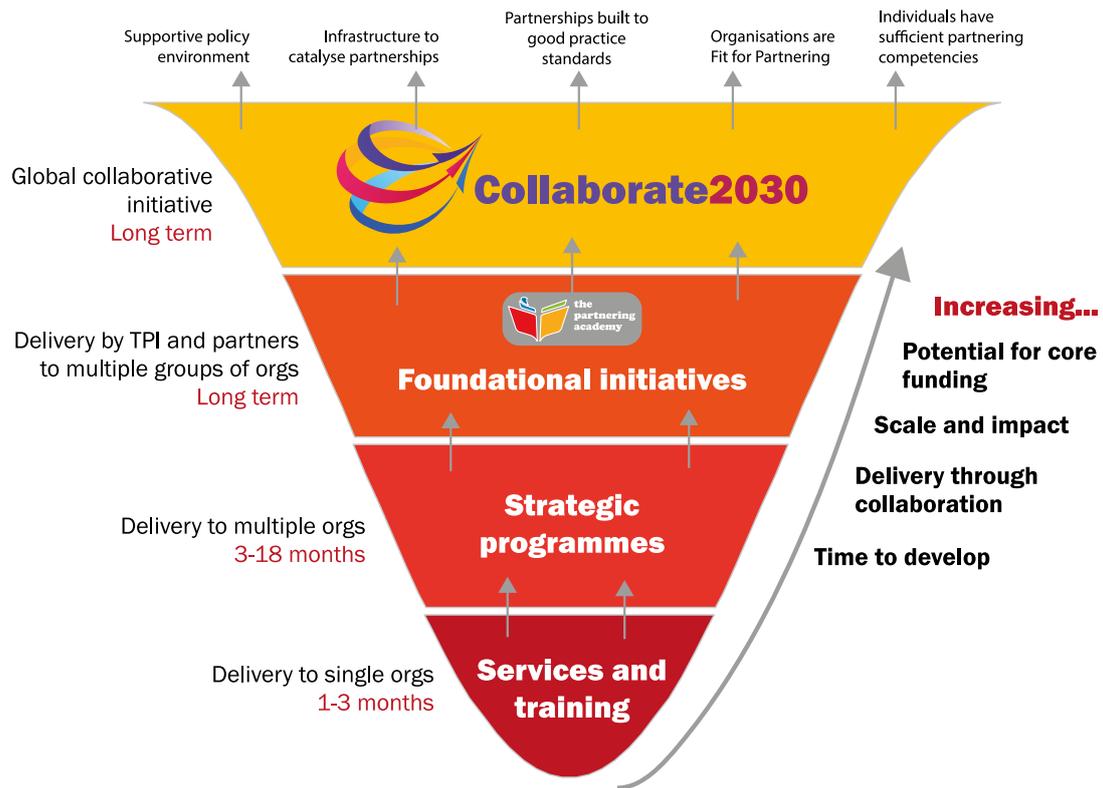
Delivering an ambitious vision

TPI’s ambitious vision is of a society in which collaboration and partnering become the ‘new normal’, in which we systematically collaborate to together make best use of the limited resources we have on this planet (natural, human and financial) in ways that can deliver the greatest value to all.

TPI’s theory of change and organising framework (“Collaborate 2030”) is based on the five elements above. To deliver towards the five elements, we work at three levels, with increasing levels of impact, complexity, need for collaboration, and length of time.

- 1) Services and training: Offering one-to-one support and training to partnerships and organisations; TPI also offers open training courses from time to time;
- 2) Strategic programmes: Medium term programmes working collectively with a number of key players around a particular issue and developing the state of the art of partnering in that area (e.g. Foundations and partnering programme);
- 3) Foundational initiatives: Longer term initiatives working with a range of partnering organisations to collectively deliver at scale (e.g. the Partnership Accelerator with the UN to help build platforms and capacities for partnering at country level).





Ways of working

You will be working with a core team (based mainly in the UK) bringing together a unique range of skills and backgrounds. As with any small organisation, each individual juggles multiple roles within TPI. The work is varied and often fast-paced, requiring rapid processing of information from multiple sources, and the ability to act in uncertain or ambiguous situations. Your colleagues are an incredibly supportive bunch, and the team will have your back. We try to practice what we preach when it comes to partnering.

The core team is supplemented by a dynamic international network of individuals and sister organisations, who will join you on projects depending on what is needed. Your ability to build strong relationships quickly with this diverse group of people will be called upon regularly. At TPI, you should be willing to contribute laughter and energy, both in the office and through the considerable amount of remote working that's required. You will get the best from your work with TPI if you are very deliberate about how you want to contribute and how you want to learn.

The position

The Senior Programme Manager role is an essential position within TPI. It involves a mix of programme delivery, programme management, outreach and learning, to ensure our services and programmes are delivered with excellence. With collaboration and partnerships so high up the international development and sustainability agendas, there is considerable potential for growth within TPI, as TPI itself grows.

Responsibilities

While the precise responsibilities would be dependent on the postholder's experience and the evolving needs of TPI, the following are typical:

Programme delivery

- Part of a team delivering TPI services and programmes (e.g. Fit for Partnering, evaluation)
- Development of tools and guidance tailored to specific organisations / context
- Design and delivery of tailored training programmes

- Research (interviews, surveys, desktop research)

Programme management

- Management of the FCDO-funded *Learning from Consortia* programme, in collaboration with Bond, including leading a team of TPI Associates who are implementing programme activities, and managing TPI's relationship with counterparts at Bond
- Co-design and manage programme activities, M&E, work planning, budgets, staffing and time allocation
- Liaise with administration colleagues on the engagement of Associates, invoices to clients and general programme administration
- Work with TPI Associates around the world
- Client / partner management: TPI maintains a collaborative and co-creative approach to programme design and delivery, and so it is essential that we continue to communicate with our clients and partners to ensure the programme direction, timescales and content continue to deliver the greatest impact possible.

Business development

- Respond to requests for services, working closely with the team to fully understand client needs, and put together expressions of interest / proposals;
- Networking with individuals and organisations that could be future potential clients and partners.

Learning

- Throughout projects, work with the project team to draw out learning from the experiences;
- With colleagues, generating new partnering knowledge;

Travel

- While the position would usually require travel for programme delivery, current pandemic restrictions mean that the role is fully UK based with an emphasis on remote programme delivery.

Competencies (skills, experience and personal characteristics)

Essential

- **Right to work in the UK (please note, we cannot accept applications without this)**
- Programme and financial management experience, including experience of managing budgets and delivery timelines;
- Fluency in written English;
- 4 to 10 years' experience in international development, sustainability or related fields, plus significant experience / knowledge of cross-sector and/or multi-stakeholder partnership;
- Experience of facilitation and/or delivering training, (desirable: including remote / online);
- Highly developed interpersonal and communication skills, written and oral, with the ability to communicate effectively and sensitively with a wide range of people at different levels of seniority and from different cultures and backgrounds;
- Experience of working with more than one societal sector;
- Able to travel as required (5-10%) once travel opens up;
- Ability to work under pressure, juggling multiple different priorities.
- Passion!

Desirable

- Experience providing consultancy services to partnerships and organisations;
- Experience developing tools and guidebooks;

- TPI Certificate in Partnering Practice (and/or familiarity with TPI's approach) or Partnership Brokers Association professional accreditation;
- A flair for creativity and developing innovative approaches;
- Experience of living in a developing country;
- Fluency in other languages (ideally French and/or Spanish).

Salary and contract duration

The post will initially cover 10 months (April 2021 to January 2022), with the possibility of extension and/or becoming permanent based on performance and TPI's needs. There is also flexibility for part-time working. The salary will be in the region of £40k-£50k (pro rata, if necessary) depending on the experience of the appointee.

Reporting

The position will report to the Executive Director. As the team builds, there will be opportunities for the role to manage staff.

Location

The postholder by preference would be Oxford-based and work in the office at least two days a week. However, we are a flexible organisation and can make alternative arrangements for the right candidate.

Useful to know

TPI employees benefit from 25 days annual paid leave in addition to bank holidays and an 8% contribution to pension. We believe in a healthy work life balance and support flexible working.

Application process

Please send us your CV and a cover letter to recruitment@tpiglobal.org setting out why you're excited by partnerships and want to work for TPI. **Please also note how you heard about the position.**

Applications will be looked at as they come in, with 15th February as the final date. Candidates who have been short-listed will be notified by 19th February. We regret that we cannot provide feedback to those who have not been short-listed.

There will be a first round of interviews for all short-listed candidates, with a second-round for those who progress to the next stage. All interviews will take place via Zoom.

For questions relating to the role or to your application, please contact us at recruitment@tpiglobal.org

Every role at TPI is open to applications from all sections of society, regardless of; race, religion or belief, ethnic origin, different physical ability, family structure, socio-economics, age, nationality or citizenship, marital, domestic or civil partnership status, sexual orientation, gender identity, or any other aspect.

We particularly welcome applications from underrepresented groups in the UK charity sector.

We very much look forward to receiving your application.