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Programme Officer / Junior Programme Manager

JOB PARTICULARS

Application Deadline:

By 4th January 2022 (applications will be considered as they arrive)

The Partnering Initiative

21B Park End Street, Oxford, OX1 1HU, United Kingdom and Wales Charity no: 1154259

UK-registered Company no: 08528402

Programme Officer / Junior 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 18 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

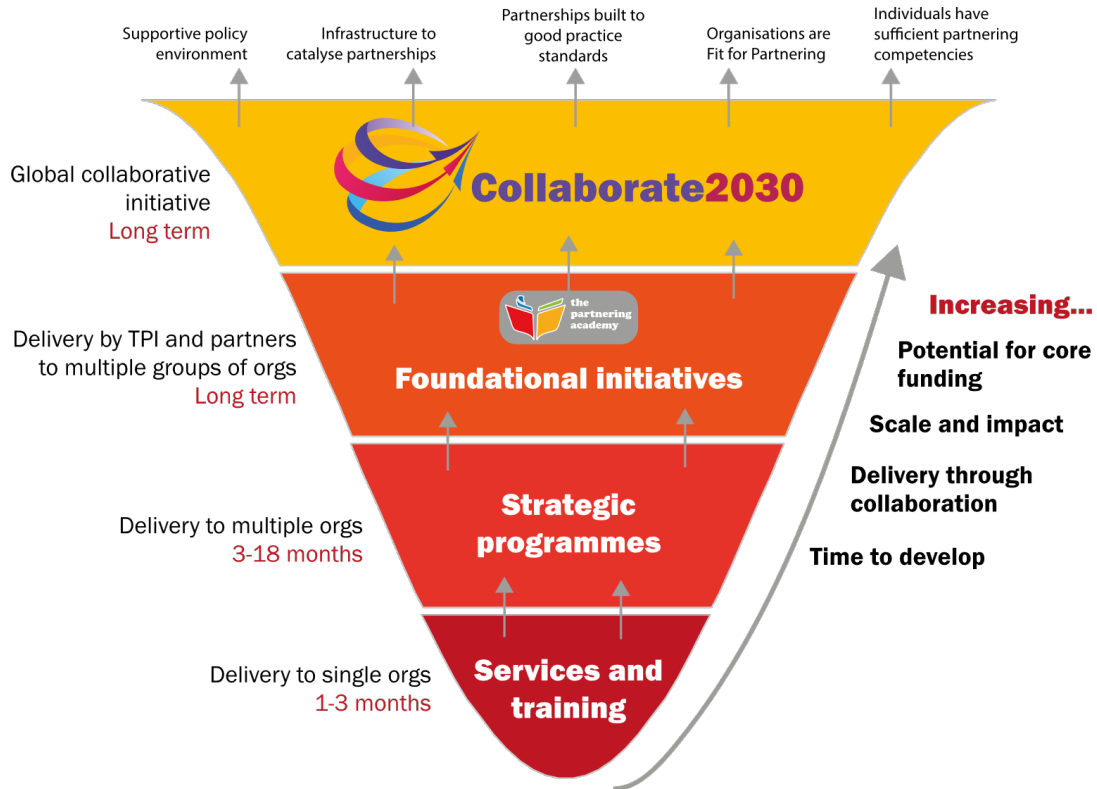
TPI’s ambitious vision is of a society in which collaboration and partnering become the ‘new normal’, in which we systematically collaborate to together make best use of the limited resources we have on this planet (natural, human and financial) in ways that can deliver the greatest value to all and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

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 remote working if relevant. 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 position will be appointed either as a Programme Office or Junior Programme Manager, depending on the level of experience of the appointee.

The role is an important and varied position within TPI, providing support to programme delivery, administration and outreach to ensure our services and programmes are delivered with excellence and with an emphasis on learning. 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

- Supporting team members to deliver TPI services and programmes
- Research (interviews, surveys, desktop research)
- Analysis and presentation of data – e.g. from surveys
- Proofreading and document review

Programme and financial support

- Support preparation and smooth operation of programme work plans, budgets, travel, staffing and time allocation
- Support monitoring and reporting processes and products
- Assist in organising and running meetings, workshops, and events
- Ensure adequate filing and archiving of programme documentation
- Facilitate engagement of Associates, invoices to clients and general programme administration

Business development

- Support responses to requests for services, working closely with the team to fully understand client needs, and assist in drafting expressions of interest / proposals;

Learning

- Throughout projects, work with the project team to draw out learning from their experiences and ensure it is made accessible and actively shared with colleagues, generating new partnering knowledge

Competencies (skills, experience and personal characteristics)

Essential

- **Right to work in the UK (please note, we cannot accept applications without this)**
- University-level education or demonstrated equivalent work experience;
- Native level fluency in written and spoken English;
- 1 to 5 years' experience within partnering, NGOs / charities, international development, sustainability or related fields;
- Strong 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;
- Excellent organisational skills and ability to work under pressure, juggling multiple different priorities.
- Fluency in Microsoft Office suite, including confidence in the use of Excel for financial management, work planning, and data analysis
- Excellent research and analytic skills
- Passion for partnership!

Desirable

- Expertise in Office
- Graphic design / video editing skills
- Experience of financial management
- Fluency in other languages (ideally French and/or Spanish);

- Experience of working with more than one societal sector.

Salary and contract duration

This is a permanent position, with flexibility for part-time working. The salary will be in the region of £25k to £35k (pro rata if part time) depending on the experience of the appointee.

Location

The position is based at Oxford HQ with the expectation of at least three days / week in the office.

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 apply via [Charity Jobs](#).

You will be asked to provide your CV and a cover letter 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 and so we advise you apply as soon as you can. The final submission deadline is 3rd January 2022. Candidates should be notified within a week if short-listed and invited to undertake a data analysis and / or writing test that will be completed remotely. Interviews will then be held via Zoom or in-person for local candidates.

For questions relating to the role or to your application, please contact 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, sexual orientation, gender identity, or any other aspect.

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

We very much look forward to receiving your application.