



**Global Partners  
Governance**

## **Head of Programmes, Global Partners Governance**

**£50,000 - £65,000 (depending on experience)**

Global Partners Governance works to promote political development and strengthen representative politics, by providing advice and support to politicians and governments around the world.

We are seeking to appoint a Head of Programmes who will be part of our strategic senior management team, leading innovative political reform projects in developing and fragile countries, as well as playing a key role in GPG's development and communications strategy.

The ideal candidate will have a track record of working in politics and/or government, either in a UK or international context. They will also have significant experience in managing people and projects, and we would especially welcome applications from candidates with a background in communications and political strategy.

The role is full-time and based in our office in East London, with regular travel (likely to be around one week every two months on average) to one or more project countries.

The post would suit an experienced individual looking for a new role in a small, dynamic company where they can make a big impact and have significant autonomy.

With over a decade's experience in more than 40 countries, GPG has developed a distinctively political approach to managing change and strengthening political institutions, and our new Head of Programmes will help steer the organisation through the next phase of its growth.

### **Job Description:**

There are four aspects to the role:

1. Designing, leading, managing and implementing innovative political development programmes in a variety of countries.
2. Management and mentoring of GPG staff, management of programme budgets and co-ordination of GPG's pool of senior Associates.
3. Providing strategic analysis, advice and research for donor agencies and wider audiences, both verbally and in writing.
4. Strategic development of GPG business opportunities, marketing and communications as part of the senior management team.

### **1. Project delivery**

The successful applicant will provide strategic oversight and leadership for GPG's political development projects:

- Designing and implementing innovative programmes to support the process of political development in fragile and developing countries.
- Providing strategic analysis of the challenges facing political institutions in different political contexts.
- Working directly with senior politicians, officials and ministers in a variety of countries to help them find ways of improving the quality of policy, legislation and service delivery.
- Leading GPG teams of staff and Associates in-country, and representing GPG at public events and in private meetings with senior political figures.
- Liaising with GPG's funding bodies, and often HMG diplomatic and DFID staff, reporting and offering advice on political developments.

### **2. Management of people and programmes**

The success of GPG's projects relies on a high level of professionalism in management and administration. The successful applicant will be able to line manage staff, manage budgets, lead projects and provide direction for our pool of Associates.

- Managing and mentoring GPG project managers, providing both strategic direction and line management for 4-5 staff.
- Quality assurance for the delivery of GPG projects and ensuring project progress.
- Drafting/editing reporting to funding bodies, ensuring timely and accurate project reports, both narrative and financial.
- Co-ordinating the allocation of resources between GPG offices in London, Amman and Cairo.
- Providing direction, advice and guidance to GPG's pool of Associates.

### **3. Analysis, research and writing**

GPG regularly produces publications and undertakes research and political analysis for a variety of organisations and funding agencies, such as DFID and the Foreign Office. The successful candidate will lead production of certain publications.

- Undertaking analyses for funding agencies, including evaluations, political economy analyses and research studies.
- Research, writing and editing GPG publications, including Guides to Parliament, Guides to Decentralisation and Politically Agile Programming papers.

- Writing for external publications around the themes of political development and representing GPG at public events on such issues.
- Strategic analysis and advice to donor agencies on the effective delivery of political programming.

#### 4. Strategic development, marketing and communications

The candidate will also contribute to GPG's business development, and we would be particularly interested in candidates with experience to support GPG's strategic marketing and communications.

- Helping to develop and implement GPG's business strategy, providing analysis of business opportunities and strategic direction for the organisation as part of the senior management team.
- Contributing to GPG's marketing and communications strategy as part of that development, including development of website and social media presence.
- Contributing to GPG business development in the preparation of technical and commercial proposals for bids and tenders and representing GPG at associated meetings with prospective donors and partners.
- Actively seeking new business opportunities with funders and potential strategic partners in the field.

#### Person specification

The successful candidate will need to demonstrate:

- Significant experience of working directly in a political environment domestically or internationally.
- Ability to operate in sensitive political environments.
- Understanding of how parliaments, ministries and other tiers of government operate internally, and the ability to engage with politicians, officials and ministers on such subjects.
- Ability to operate in an adaptive and flexible manner without losing sight of strategic objectives, in often complex political environments.
- Strong management skills, with experience in managing people, projects and budgets.
- Evidence of the ability to write for a variety of audiences and in a variety of formats.
- Curiosity and enthusiasm for people and politics. Ability to work constructively with people from diverse backgrounds and cultures.
- Ability to deliver and support others to deliver in challenging contexts.
- Evidence of working effectively as part of a team, internally and externally.
- Experience of strategic communications or marketing would be an advantage.
- Direct experience of working internationally would be an advantage.

We will not be able to employ anyone in this role unless they have the right to work in the U.K

Deadline for applications: Midnight, Sunday 31st March 2019

Start date: As soon as possible (negotiable with individual applicants)

#### Terms and conditions

Salary: £50 - £65,000, depending on qualifications and experience

Working hours: full time; 37.5 hours per week

#### Application Instructions

To apply, please send the following:

**1.** CV (max 2-page).

The filename of your CV should be "HEADPROG YOUR NAME cv"

**2.** A short covering letter (no more than two sides) stating why you feel that you are well suited to this position and demonstrating the skills outlined above.

The filename of your cover letter should be "HEADPROG YOUR NAME cover."

Please email these documents by email via the button below. The subject of your email should be "HEADPROG YOUR NAME".

For more information on Global Partners Governance, please visit our website