



HAND IN HAND
INTERNATIONAL



Programme Development Manager

Reports to:	Head of Programmes, Acceleration and Climate
Location:	Hybrid. We work in our central office in Baker Street, Marylebone (London) Tuesday to Thursday, with Mondays and Fridays working from home.
Contract:	Full-time Flexible working options considered (including school hours and compressed hours)
Languages required:	English
Starting date:	As soon as possible
Salary:	£40,000 - £45,000 FTE depending on candidate experience

We treat all applications equally, however we actively encourage applications from people from black, Asian and minority ethnic backgrounds, people who identify as LGBT+, who have a disability, as well as those from a working-class background, as these groups are currently under-represented in the charity sector. Our aim is to become a truly inclusive organisation, with a workforce as diverse as the communities we serve.

Background

At Hand in Hand, we help women beat the odds and succeed as entrepreneurs. The money they earn and the confidence they gain changes everything. Whole families and communities rise with them.

Since 2003, from Afghanistan to Zimbabwe, we've helped more than 5 million women launch small businesses that can stand the test of time. Some are smallholder farmers learning to stand up to climate change. Some are refugees starting a new life after running from conflict. Others



are young women and girls with few opportunities, starting to dream – and plan – for the future.

Our members' achievements (so far) include:

- 9.2 million new and improved jobs
- +93% average increase in monthly income
- 84% of women with the power to make decisions about their lives.

Hand in Hand International is based in Baker Street, central London, with a flexible working policy that includes work-from-home Mondays and Fridays. Our team works with partners throughout the global Hand in Hand network, specialising in fundraising, strategic and programmes advice, and donor relations.

Why work at Hand in Hand?

Work-life balance: We offer home working as standard on Mondays and Fridays. Flexible working requests (including compressed hours) will be considered for all roles.

Positive, inclusive culture: Being an employer of choice is one of Hand in Hand's six strategic goals. We aim to have an 80% recommender score (measured via our yearly staff survey). We believe diversity drives innovation and excellence and aim to recruit 33% of all new roles from groups that are traditionally underrepresented in the charity sector.

Sector-best parental leave: We offer employees parental leave at 20 weeks' full pay or equivalent to new mothers or primary caregivers and 13 weeks' full pay or equivalent to new fathers or secondary caregivers (this also applies for adoption and surrogacy). We also offer five days paid dependents' leave per year.

International travel: in this role you will have the opportunity to travel to our operating countries and meet the entrepreneurs we support.

Employer pension contributions of 6.5%

Working from home stipend: We provide a monthly contribution towards working from home.

Professional development: As part of a growing team, you will have opportunities to progress and develop in your role and access external training if required.

Cycle to Work scheme: Receive a bicycle worth up to £1,000 tax-free, repaid over 12 months by means of salary sacrifice.

Our culture

We believe collaboration is the key to creating change, and, as part of a global organisation, work with colleagues in Kenya, Tanzania, Afghanistan, Sweden, Germany and the US to create and deliver world class programmes. Our open organisational structure encourages cross-team



working – from programmes and fundraising to communications and events.

Roles and responsibilities

Reporting directly to the Head of Programmes, Acceleration and Climate, the primary objective of the role is to secure funds for new projects and manage a portfolio of large institutional grants.

- Identify, prospect and approach new institutional donors, converting them from prospects to secured funds.
- Lead proposals for new and existing donors, coordinating inputs from Hand in Hand International and network colleagues, drafting technical inputs, and engaging with funders where required.
- Proactively manage relationships with existing donors, developing engagement strategies, sharing key information, and laying groundwork for follow-on funding.
- Support Hand in Hand's wider fundraising efforts by providing concept ideas and specific technical inputs to proposals led by fundraisers across the organisation.
- Analyse and develop new fundraising opportunities, leveraging insights and connections from current donors to generate new income.
- Ensure effective delivery of a portfolio of institutional and corporate grants, working closely with Hand in Hand International network partners. Provide technical support and advisory where necessary. Make sure projects are achieving key milestones and that day-to-day activities are on track.
- Provide high quality project information to both internal and external stakeholders, extracting and quality assuring project data relevant for reporting, and making sure all projects are compliant with donor requirements.
- Coordinate and produce high quality project reports together with in-country project teams and relevant Hand in Hand International colleagues, synthesising project data and narrative information as necessary.
- Work with Monitoring, Evaluation, and Learning Advisor to ensure challenges, opportunities, and learning that emerge from programmes are captured, and subsequently fed into new programme design.
- Share new approaches and innovations around project implementation with Hand in Hand network partners, with an eye to building capacity throughout the network.

Skills and knowledge

- A clear track record of raising funds from and engaging directly with large institutional donors (governments, corporate foundations, etc). Strong experience working directly with FCDO and/or USAID is desirable.
- Significant experience managing large-scale international development projects within an NGO, government or the private sector.

Caparo House
101-103 Baker Street
London W1U 6LN
handinhandinternational.org

Hand in Hand International
is a registered charity
in England and Wales (1113868)



- Demonstrable track-record securing large, multi-year grants from different types of funders (governments, foundations, trusts).
- Effective communicator, with ability to establish, build and maintain effective working relationships with staff and partners, across cultures and different working environments.
- An excellent understanding of prospecting and proposal management, including project design and proposal writing.
- Experience managing programmes with a focus on humanitarian assistance, women's economic empowerment, value chains, or enterprise acceleration.
- A good understanding of monitoring and evaluation as it links to implementing successful development projects, both day to day and when measuring and communicating impact.
- A comprehensive understanding of development challenges in humanitarian contexts.
- Strong attention to detail and an ability to effectively prioritise between competing deadlines and objectives.
- Successful track record managing projects in matrix or network organisations, and of using project management tools such as logframes, workplans, and risk matrices.
- Experience working in fragile contexts, particularly in Afghanistan, Zimbabwe or Uganda would be an advantage.

How to apply and enquiries

To apply, please send your CV and a cover letter (no more than 2 pages) demonstrating how your experience addresses the above criteria to flora.cunningham@prospect-us.co.uk.

Interviews for the first round will take place week c/ 20 January (virtual), followed by a written task and final round in-person interviews the week c/03 February.

Please let the recruiter know if you require any adjustments at interview stage.

Unfortunately, we can only accept your application if you have full rights to work in the UK for at least three years from the date of your application.

The monitoring form will not be part of the application form but we'd love it if you could fill it in, as it will really help us in our efforts to become a more diverse team.

Successful applicants will be subject to references and an up-to-date DBS check.