

POSITION DESCRIPTION	
Title	Date
Programme Manager (Parental Leave Cover)	May 2017
Department	Responsible To
Programmes	Executive Director
Background	
<p>The Leprosy Mission New Zealand (LMNZ) is a Christian aid and development organisation, and a member of the Leprosy Mission Global Fellowship. The Leprosy Mission's global vision is to see 'leprosy defeated and lives transformed'.</p> <p>LMNZ, partnering with other affiliates of the Leprosy Mission Global Fellowship, funds a range of medical, public health and community development projects across the world with a particular focus on Papua New Guinea, India, Nepal, and Bangladesh.</p> <p>LMNZ receives funding from the NZ government, through the NZ Aid programme, along with regular donations from more than 11,000 supporters. LMNZ is one of New Zealand's oldest charities, having been established in 1912. LMNZ is a registered charity and is governed by an independent board, elected by its members.</p>	
Purpose of the Position	
<p>The Programme Manager will play a key role in planning and implementing LMNZ's programme work in defined areas and will take responsibility for supporting the development of an agreed number of long-term programmes and / or projects. This will include close collaboration with partners, overseeing funding and reporting requirements of the assigned programmes/projects, and coordinating/liasing with external programme consultants. The position also takes the lead for key tasks such as producing annual reports and financial acquittals for government-funded projects, writing/developing new proposals for government funding and producing six-monthly reports for the programmes sub-committee of the LMNZ board.</p>	
Key Relationships	
<ul style="list-style-type: none"> • Executive Director • Programmes Committee • LMNZ Staff/Consultants 	<p>Who will directly supervise the position.</p> <p>Which is a sub-committee of the LMNZ Board.</p> <p>Programmes consultants; contracted for specific tasks.</p> <p>Management Team; of which the Programme Manager is a Member.</p> <p>Marketing/Fundraising Team</p>
<ul style="list-style-type: none"> • Partners 	<p>Staff / members in programmes / projects/Global Fellowship</p>

Accountability and Support

- Accountability: Expected results will be chiefly measured through agreed KPI's and ongoing performance review.
- Support: Quarterly meetings set up with the Executive Director will be a mechanism to ensure regular discussion and support in the role.

Key Responsibilities

1. Strategic Development /Implementation

- Contribute to the development of LMNZ's programmes portfolio in line with LMNZ's Strategic Plan.
- Engage with key institutions and organisations in NZ, including NZ Aid/MFAT, CID, academics, civil society networks, and represent LMNZ as appropriate.
- Contribute to Leprosy Mission Global Fellowship strategy/forums/initiatives as appropriate.
- Other strategic involvement as required.

2. Programme Management of programmes / projects supported by this position

- Manage all aspects of the LMNZ's programmes / projects portfolio, according to LMNZ's Strategic Plan.
- Contribute to the initiation of programmes / projects, or any other development interventions, with partners through a process of identification, feasibility, design and appraisal.
- Manage relationships in long-term programme partnerships, including capacity building and mentoring of partners, risk management, reporting and financial management.
- Manage review / evaluation processes, exit strategies or any recommendations for ongoing continued involvement for all programmes / projects.
- Manage NZ Aid/MFAT programme responsibilities, in particular, Partnerships Fund reporting and accountabilities relating to agreed areas of responsibility.
- Strategically visit partners to undertake programme strategy work, development of new initiatives, appraisal, monitoring and evaluation, capacity building, and mentoring responsibilities.
- Other programme management responsibilities as required.

3. Communication and Liaison

- Closely collaborate with and support colleagues internally, providing field information/photography in order that LMNZ achieves its fundraising and supporter engagement objectives.
- Interact with colleagues and others to share knowledge and lessons learned from programmes / projects experience.
- Actively collaborate with colleagues on the LMNZ management team.
- As required meet and actively collaborate with programmes staff/colleagues from across the Leprosy Mission Global Fellowship.
- Represent LMNZ at meetings in New Zealand and abroad as required.
- Other tasks as required.

4. Key Projects and Tasks

- In conjunction with the Executive Director and Finance Manager, compile annual project reports and acquittals as per the guidelines of the NZ Aid/MFAT Partnership Fund.
- In conjunction with the Executive Director, produce the programmes report for the Programmes Committee of the LMNZ board.
- In conjunction with Global Fellowship field partners, develop and write new funding proposals.

Competencies

1. Professional Skills, Technical Knowledge and Experience

- 1.1 Tertiary qualification in a relevant discipline.
- 1.2 Sound understanding of development principles and proven experience as a development practitioner.
- 1.3 Sound understanding of public health issues and their application in developing countries.
- 1.4 Proven experience in managing/reporting government funded projects.
- 1.5 Able to develop and write successful funding proposals for institutional funders.
- 1.6 Excellent financial skills with demonstrated ability to produce project annual financial acquittals.
- 1.7 Able to coordinate a range of complex tasks simultaneously and to effectively prioritise and organise own workload.
- 1.8 Able to plan, organise and monitor tasks at strategic, programming and project levels while maintaining a clear focus on sustainable outcomes.
- 1.9 Able to effectively supervise/liaise with external consultants.

2. Personal Attributes

- 2.1 Good interpersonal skills and a proven ability to work in a team as a willing, inclusive and respectful team player or leader, and comfortable with consensus decision-making.
- 2.2 Capacity to work under pressure, especially in areas of problem solving where it is important to identify issues and develop appropriate responses based on sound judgement.
- 2.3 Proven experience of building cross-cultural relationships based sound political judgement, tolerance for other perspectives and cultural sensitivity.
- 2.4 Capacity and flexibility to travel to developing countries. Must have NZ residence and a police clearance.
- 2.5 Able to develop professional relationships of trust and confidence, equitable partnerships, and to work effectively in a cross-cultural environment.
- 2.6 Ability to empower others, ability to follow through, openness to learning, responsiveness and initiative are personal attributes which will be key to this position.
- 2.7 A passion and enthusiasm for the Mission and Vision of LMNZ and a commitment to the values and culture of the organisation.

Travel

The Programme Manager (Parental Leave Cover) may be required to fulfil these duties and meet agreed outcomes.

LMNZ works in some areas which can be subject to natural disasters and/or civil conflict and such places may be potentially dangerous. LMNZ is committed to the safety of staff at all times and does not permit anyone to enter clearly hazardous areas. In relation to security issues, staff are required to take advice from local partners and local authorities. While travelling, staff may need to make assessments concerning potential hazards, and in doing so, they should be assured that LMNZ will always respect and support a decision made for reasons related to personal safety.