THE WOMEN IN INTERNATIONAL AFFAIRS NETWORK

Application Pack

Programme Manager/Assistant Programme Manager

Deadline: Friday 10th July 2020
Dear applicant,

Thank you for your interest in the post of **Programme Manager / Assistant Programme Manager** with the Women in International Affairs Network. Please ensure you read this application pack in its entirety before submitting your application.

**Who we are**

WIAN is a digital platform disrupting the way society talks about career development, gender and youth inequality in the international sector. We’re a social enterprise, and act as a resource hub and mentoring initiative for the next generation of female professionals through our programmes and tailored career and lifestyle content. Whether it be a career in international development, foreign policy, human rights or politics, our mission is to prepare and equip women with industry relevant skill-sets and knowledge to secure international job opportunities. We provide tailored career advice, connect our members with career opportunities, and through mentorship, nurture the necessary skills for a sustainable international career.

Our members have access to industry experts, forums to get answers to their burning career questions and a platform to build lasting connections. We are the number one destination for women in international affairs and have built a powerful community that spans the globe and connects women of all experiences.

**About the role**

We are looking for either a Programme Manager or Assistant Programme Manager (depending on the successful candidate’s level of experience) with passion, experience and skills to join our team. The primary responsibility of the Programme Manager / Assistant Programme Manager is to support the management of our flagship mentorship programme including the implementation and evaluation of the programme, managing customer interactions on the CRM system, extracting customer intelligence and ensuring these are embedded in the lessons learned and KPI's of the programme. WIAN is made up of 3 teams, Operations, Programmes and Communications. The successful candidate will assist with the end-to-end cycle delivery of WIAN’s programmes; oversee the monitoring, reviewing and evaluation process and initiate strategies to improve the effectiveness of WIAN’s programmes and maximize our social impact. You will combine excellent organizational and management skills with expertise in M&E and a clear vision to lead in the delivery of WIAN’s programmes. The role may also include line managing responsibilities and setting projects and tasks to members within this team to ensure the efficient running and administration of WIAN’s programmes. Working closely with the CEO, COO and across teams, you will become an essential part of the team in building and executing comprehensive multi-level plans of engagement with our target market and initiating strategies for improvement.

**Key priorities for the next 12 months:**

- Successfully managing the delivery of the 2020 Mentorship Scheme including monitoring and evaluation throughout the programme and organising events for programme participants
- Managing the customers on our CRM system, initiating marketing campaigns, and extracting customer intelligence to improve the mentorship scheme
- Impact measurement of the programme and disseminating the value of the programme to external stakeholders
- Assisting the wider team in data collection strategies and M&E
- Strategizing to help expand and scale the scheme and improve on programme delivery

**Volunteering at WIAN**

WIAN is a remote start-up, with staff volunteers based around the world, including in Africa, North America, continental Europe as well as the UK. Our staff are home-based, and most are either in full-time education or employment whilst working for WIAN. Each volunteer is motivated by their passion to dismantle gender and youth inequality in the international sector, and we accommodate their schedules through flexible working hours. Although guidance and support are provided to all volunteers from the whole team and from line managers, successful candidates will need to have a can-do attitude, with the ability to build from the ground up, good time management skills, a strong ability to take ownership of their role and thrive under a macro-management culture. Working in a start-up you will be comfortable being involved in all aspects of the business.
In this application pack, you will find the following:
I. Job Description and Person Specification
II. Terms and Conditions
III. Application details

You will be joining a dedicated team of women who are committed to the career development of women in international affairs. You can find out more information about WIAN on our website, at www.wianetwork.com. For any further information or questions on this vacancy, please contact the Recruitment team at recruitment@wianetwork.com.

We look forward to hearing from you.

Best wishes,

The Women in International Affairs Network.
JOB DESCRIPTION
This section will set out your role, your duties and responsibilities.

Responsibilities

I. Manage and coordinate WIAN’s flagship mentoring programme, ensuring successful end-to-end cycle delivery including monitoring, reviewing and evaluation to support the programme’s effectiveness and maximize our social impact.

II. Ensure that all WIAN’s programmes have a robust monitoring, reviewing and evaluation process; creating data collection strategies (including survey design) and exploring new opportunities and areas for improvement.

III. Document results of the M&E system and produce periodic reports and impact case studies of programme participants.

IV. Assist and advise the various teams in data collection and analysis and training staff in data collection methodology and in the M&E system in general.

V. Initiating strategies to scale the mentorship programme in support of WIAN’s mandate to alleviate gender inequality and empower female students, graduates and early career professionals around the world to successfully navigate a career in international affairs.

VI. Line management of the any new volunteers within the programmes team, including setting them tasks and completing their tri-annual appraisals on time and to quality.

VII. Ensure regular contact with all mentoring scheme participants, logging all interactions and investigating any complaints from either mentee or mentor.

VIII. Identify external partners and programme participants and building relationships with other relevant organisations to scale the mentorship programme and the impact of the scheme.

IX. Managing all communications to participants on the mentorship scheme including the creation of monthly newsletters.

X. Work with the Communications Team to ensure adequate advertisement and promotion of WIAN’s programmes across our online platforms and social media, as well as with external media and digital platforms.

XI. Provide regular reports, briefing and updates to senior management, as well as attend regular team meetings and Senior Leadership Team meetings via Skype or in person.

XII. Remain the point of contact for members with questions about the mentoring schemes, ensuring appropriate management of the programme inbox and respond to inquiries we receive via this inbox.
PERSON SPECIFICATION

This section will set out the reporting structure and essential qualities for this role.

Reporting Structure

Supporting the delivery of the mentoring programmes, the successful applicant will directly report to the existing Programme Manager and will work closely with the Chief Executive Officer and Chief Operating Officer.

Essential

I. The successful candidate must possess at the minimum a bachelor’s degree in statistics, demographics, public policy, social policy, international development, economics, or related field.

II. Experience of working in virtual team or / and remote work setting in separate locations and time zones.

III. 2+ years’ professional experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/performance monitoring plans.

IV. Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies including knowledge of building a theory of change.

V. Proven success in designing, implementing, and operating project M&E systems from project initiation to close out stages including experience in implementing a logical framework matrix.

VI. Experience working in the different areas in which WIAN’s departments are divided including in Communications, Operations and Strategic Partnerships and a strong willingness to work across teams and support these departments.

VII. Experience working on a CRM system, managing and extracting data to build customer intelligence and sending marketing campaigns.

VIII. A strong understanding of what makes excellent impact and professional experience in measuring and demonstrating impact for securing funding and investment.

IX. Industry knowledge and evidenced commitment to gender equality and supporting the next generation of female professionals.

X. An ability to prioritize tasks, manage a varied workload, show good judgement in handling conflicting priorities, cope with pressure and ambiguity, and an ability to deliver to deadlines.

XI. Strong qualitative and quantitative analytical skills with the ability to analyse complex data and summarize key findings.

XII. Outstanding organizational and leadership abilities and an ability to plan and conduct work in an organized way with minimal supervision, can effectively deal with competing priorities and work to tight deadlines.

XIII. Excellent presentation and communication skills with exceptional attention to detail.

XIV. Results driven, a team player who can collaborate with the wider team to create multidisciplinary campaigns.
XV. An understanding of and commitment to WIAN’s strategy, vision and values.

Desirable

I. Experience working in a social enterprise and / or a start-up

II. Master's degree or an advanced certificate in social policy, M&E, statistics, economics or related field
TERMS AND CONDITIONS

This is an unpaid, voluntary, part-time position which will be performed remotely, and we actively encourage applications from candidates of all genders and level of experience. We anticipate that volunteers will spend a **minimum of 5 hours per week** on their work for WIAN, although this may be more at peak times. This will also include regular attendance to meetings with your supervisor, direct reports and teams. All volunteers are subject to a 3-month trial period, upon completion and passing, you will become an official volunteer. Commitment to this role is an expected minimum of one year.

The duties set out in the job description are not extensive, and this role will, on occasion, involve some out of hours communications and work. This role may also require the volunteer to undertake other responsibilities not outlined above which are commensurate with a role of this nature, and which have been discussed and agreed with the line manager and/or Chief Executive and Operations Officers.

The post holder must be, and remain committed to WIAN’s mission, vision and values as we support, empower and equip women and female professionals at all stages of their careers.

**How to apply**

To apply for this position, please send a CV and one page covering letter to us via email at: recruitment@wianetwork.com, with your name and ["Programme Manager/Assistant Programme Manager"] in the subject line. **Applications are reviewed on a rolling basis with the deadline to apply at 11:59pm BST on July 10th, 2020. The position will be filled as soon as a well-qualified person is identified. Incomplete or late applications will not be accepted.**

Due to the high volume of applications we receive, we regret that we will not be able to respond personally to applicants who are not short-listed. If you have not heard from us within four weeks from the closing date, please assume you have been unsuccessful on this occasion. Only shortlisted candidates will be contacted. We are an equal opportunities employer, and welcome applications from both men and women.

We look forward to receiving your application.

*Women in International Affairs Network.*