# Candidate information pack

# Programme Management Officer

**This is an exciting new role at MRF reporting directly to the Chief Executive with responsibility for maintaining an overview of projects across the charity as well taking responsibility for taking a lead on monitoring, evaluation, learning and impact reporting across the organisation.**

The successful candidate will support teams to build their programme and project management skills and capacity as well as reporting to senior management to enable progress reporting for a complex and interrelated set of projects.

The candidate will be confident in project management disciplines of planning, budgeting, reporting and stakeholder management, and will also be able to use these skills to create and deliver monitoring and evaluation frameworks that enable impact reporting for management, Trustees, funders and external partners.

The successful candidate will be integrally involved in helping MRF coordinate a complex set of interrelated projects across multiple disciplines in support of the World Health Organization defeating meningitis by 2030 global roadmap and wider work across the charity.

If you are looking for further develop your career in a project/programme management role and enjoy working across several teams and projects in a highly dynamic environment this could be the new challenge you have been waiting for.

# About meningitis

Meningitis and septicaemia are serious, life-threatening illnesses. Meningitis is the swelling of the meninges, which is the lining around the brain and spinal cord, caused mainly by germs entering the body. Septicaemia is blood poisoning caused by the same germs that can cause meningitis and this blood poisoning causes sepsis. Meningitis and septicaemia are illnesses that can kill in hours. Anyone, anywhere of any age can get meningitis and septicaemia, although some people are at higher [risk](https://www.meningitis.org/meningitis/are-you-at-risk) than others

**Together, meningitis and neonatal sepsis (sepsis in babies under 1 month old when it is almost impossible to separate as a diagnosis from meningitis) are the second biggest infectious killers of under 5’s globally. They kill more under 5’s than malaria as well as being a leading cause of moderate to severe intellectual disability worldwide.**

The impact of the disease can be devastating for individuals and families. When we ask them what they want us to do on their behalf, families commonly say “Please make sure no one else has to go through what we have”.

# About Meningitis Research Foundation

Over the past 30 years Meningitis Research Foundation has developed into the world’s leading meningitis charity working both in the UK and internationally to defeat meningitis wherever it exists.

Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone.  A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.

To achieve this, we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems. We provide direct support to people and families affected. We believe that working in partnership the knowledge, experience, skills and finance available from the private sector are essential to achieving long term and sustainable impacts. We fundraise, inform and educate.

Our flagship work includes:

* Being a member of the WHO Technical Task Force to [defeat meningitis by 2030](https://www.who.int/initiatives/defeating-meningitis-by-2030).
* Running the [Confederation of Meningitis Organisations](https://www.comomeningitis.org/) which represents 50 like-minded members in more than 30 countries.
* Hosting a one-stop-shop for the best data for modelled estimates on burden of meningitis called the [Meningitis Progress Tracker](https://www.meningitis.org/mpt) that was recently endorsed by WHO to be the tracking mechanism for the new global roadmap.
* Co-leading on the advocacy and engagement pillar of the new global roadmap with UNICEF.
* Providing a secretariat support function for the [Global Meningitis Genome Partnership](https://www.meningitis.org/global-meningitis-genome-partnership) building on the establishment of the Global Meningitis Genome Library.
* Delivering an internationally renowned [research conference](https://www.meningitis.org/healthcare-professionals/conferences-and-symposia/mrf-conference-2019) every 2 years showcasing latest cutting-edge research on meningitis from around the world.
* [Funding research](https://www.meningitis.org/research-projects) into meningitis, especially related to genomics and the lifetime impact of meningitis.
* Providing a world class website and support service that has over 2 million uses each year.

We are currently a medium sized charity with around 25 staff and an average of £2-£3milion income each year but with a belief that there is potentially to grow from this historic base using the potential of the new global roadmap and our increased UK and international profile.

# Our values

Our values are extremely important to us and mean far more to us than words on a page.

## We are evidence-led

We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

## We operate with integrity

To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the best services and responses - be that helping a family or working with health organisations around the world.

## We pursue our goals with determination

We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world

## We are a passionate advocate

We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

## We collaborate to make progress

We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on-the-ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we’ve gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

## We act with compassion

We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it’s providing direct support, finding the right information, or campaigning for the change that will make a real difference.

If you have read and understand these values and they appeal to you they are a good indicator of what it is like to work at MRF. If these are not your values, we encourage you to seek work with another employer whose values better match yours.

# Job description: Programme Management Officer

## Purpose

The purpose of this role is to enable MRF to achieve its goals through high quality project management disciplines, monitoring, evaluation and learning processes, and impact reporting.

The post holder is responsible for establishing and maintaining effective ways to have a single view of all projects going on within the charity; help teams to use project management techniques to deliver their objectives; support on budgeting and reforecasting projects; and liaising with the Senior Management team to support strategic decision making. This will then be used to help generate regular impact reports for use internally and externally.

The role requires the combination of excellent project management skills and interpersonal skills.

## Reports to

Chief Executive.

## Responsibilities

**Oversight**

* Creating and maintain a single view of all projects taking place across the charity.
* Ensuring all projects have a project plan with defined responsibilities, budgets and a timetable than can be easily communicated and feed into the single project overview.
* Identify synergies between projects and make recommendations for improving efficiency of project management.
* Identify conflicts/challenges to project success and make recommendations for resolving issues especially on the process of how projects are running.
* Supporting the Chief Executive in the monthly reporting of progress against operating plans for the Senior Management Team and Board.

**Monitoring**

* Identifying suitable Key Performance Indicators (KPIs) for projects and ensuring these are captured in project design.
* Establishing a suitable timetable for project reporting and liaising with teams to gain buy-in and commitment to providing information in a timely manner.
* Creating and presenting suitable reports for senior management and teams on progress of projects on a regular basis.

**Evaluation**

* Creating and presenting insights to senior management on project performance against agreed KPIs.
* Recommending actions or decisions necessary based on latest results.

**Learning**

* Creating a system for continuous learning within teams throughout a project lifecycle.
* Ensuring projects capture and report on learning about the process of running projects as well as the results of those project activities.

**Capacity building**

* Training suitable members of teams in project management to build capacity of project management as an approach across all teams.

**Impact reporting**

* Creating and delivering an impact reporting framework and metrics for each team and for MRF as a whole.
* Reporting quarterly on progress against the impact framework to SMT and the providing reports that can be used for the Board.
* Gaining buy-in to the inputs necessary for all teams to use the impact framework for their area that also feeds through to an MRF-wide impact reporting system.
* Writing an annual impact report for MRF that can be used as an external communication document about the difference we are making and how this fits with our strategy.
* Supporting teams in their impact reporting for funders.
* Writing evaluation and impact reports for funders as required

## Person specification

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|  | Essential or Desirable  |
| Training, Experience and Qualifications | Trained in project management | E |
| PRINCE qualification or equivalent | D |
| Experience of creating and delivering monitoring and evaluation frameworks | D |
| Experience of writing and delivering impact reports | D |
| Experience of managing projects from concept to delivery and evaluation | E |
| Experience of creating, managing and reporting on budgets. | E |
| Experience of reporting on projects to external funding partners | E |
| Experience of programme management (i.e. oversight of several related projects under a single programme objectives simultaneously) | D |
| Knowledge and Skills | Project management | E |
| Planning including use of Gantt techniques | E |
| Budgeting | E |
| Monitoring and Evaluation | E |
| Impact reporting | D |
| Reporting to senior management  | E |
| Reporting to external senior stakeholders e.g. funders | E |
| Personal Attributes | Collaborative style of working | E |
| Energetic and proactive approach, able to work with little supervision | E |
| Conscientious, with a desire to produce quality work | E |
| Commitment to the vision of Meningitis Research Foundation | E |

## Terms and Conditions

## Annual salary

£33,000-£35,000 including 2% employee pension contribution + 6% employer pension contribution.

## Location

## Flexible location, either head office in Bristol or home-based. Occasional requirements to visit Bristol office if home based.

## Contract Type

Permanent.

## Hours of Work

36.25 hours between 8.00 am to 6.00 pm Monday to Friday. Occasional unsociable hours.

## Annual Leave

25 days + statutory & public holidays. The Charity’s holiday year runs from 1st April to 31st March.

# Application process

All candidates are requested to complete the standard application form. Applications are particularly encouraged from candidates that may previously have, or feel like they have, experienced being excluded from generally advertised roles due to their gender, ethnicity, disability status or sexual orientation. All applications will be reviewed and shortlisting will take place without candidate’s personal details being available to reviewers in order to minimize unintended bias.

**The final closing date for completed applications is 5pm on Friday 17th December 2021.**

Interviews will take place in w/c 20th December 2021 or w/c 3rd January 2022 dependent on candidate availability.

If you have any questions or would like to discuss the role further please contact Vinny Smith, CEO, by email at vinnys@meningitis.org.

Please return application forms via e-mail to beckym@meningitis.org or post to Becky Miller at Meningitis Research Foundation, 10 Park Street, Bristol, BS1 5HX.

MRF is committed to safeguarding, and any advertised role will require references and confirmation of your identity will be undertaken. Following receipt of satisfactory references the successful candidate will be able to start work soon after receiving their offer of employment.