HEAT OF PROGRAMME DEVELOPMENT

ABOUT RESTLESS DEVELOPMENT

Young people share a restless determination to address the problems that affect them the most. That’s where we come in. At Restless Development, we’re proud to be the banner carrier for youth-led development, demonstrating from the grassroots to the global policy levels that young people can and must play a lead role in development. As a result, Restless Development is repeatedly cited as a model of best practice in youth-led development by the World Bank, the UK Department for International Development (DFID), UNICEF, UNAIDS and others.

The Head of Programme Development is a new position within an expanding Programmes Unit and will play a pivotal role in supporting our Country Programmes as well as our work in the UK in the design, delivery and learning from our award winning programmes. This person will be tasked with the oversight of our two core teams – the Programme Quality Team based in Delhi and the Programme Support Team based in London – as well as leading the development of cross-unit working (especially with the Programme Funding Team) in London, and will report directly to the Director of Programmes.

We are looking for a values-driven, confident leader who shares our passion for youth and youth development, someone with programme delivery, development and quality improvement experience. This varied role offers a broad remit, a high level of senior exposure, the opportunity to work directly with our Country Programmes and Head Office units, whilst leading the operations of the growing Programmes Unit for Restless Development globally.

For more information on Restless Development’s mission, values and work, please visit: www.restlessdevelopment.org.
ABOUT THE ROLE

<table>
<thead>
<tr>
<th>Job title</th>
<th>Head of Programme Development</th>
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<tbody>
<tr>
<td>Location</td>
<td>London</td>
</tr>
<tr>
<td>Salary</td>
<td>£39,555 gross per annum</td>
</tr>
<tr>
<td>Length of contract</td>
<td>Initially, 2 years</td>
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<tr>
<td>Visa requirements</td>
<td>Must have the right to work in the UK</td>
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<td>Reports to</td>
<td>Director of Programmes</td>
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<td>Direct reports</td>
<td>Head of Programme Quality, Senior Programme Manager – International Citizen Service (ICS)</td>
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<tr>
<td>Expected travel</td>
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KEY PRIORITIES

1. Operational Leadership of the International Programmes Team
   - Assist the Director in designing and delivering the strategy for the Programmes Unit
   - Take ownership for ensuring that the day-to-day running of the unit is unified and efficient, across continents
   - Be responsible for the performance management and personal development of the Head of Programme Quality and the Senior Manager of ICS
   - With the Director, lead on any change processes within the Unit
   - At all times, demonstrate behaviours that are consistent with an open, inclusive and participatory leadership style

2. Oversight of Programme Quality and Delivery
   - Through the Head of Programme Quality and the Senior Manager of ICS, ensure our Global Strategy (including the Programme Partnership Arrangement, ICS and other strategic grants/initiatives) is delivered and reported on to a high standard
   - Provide management and oversight to the Programme Quality Team in our International Delhi Office, including the development of key programme quality and delivery tools and mechanisms
   - With the Director, ensure learning is embedded into programme delivery including the development of external-facing programme materials

3. Oversight of the Programme Support Team for the International Citizen Service
   - Provide management and oversight to the Programme Support Team for ICS based in London
   - With the Director of Programmes and the UK Director, ensure the internal management and delivery mechanisms for ICS work effectively across units and countries
   - Play a lead role in developing the role of the Programme Support Team beyond ICS delivery

4. Programme Partnerships and Fundraising
   - Develop and lead key programme partnerships in the UK, both for programme implementation, Research and Learning as well as fundraising
   - Ensure that the Programme Fundraising Team (part of our Investments and Partnership Unit, led by the Investments & Partnership Director) and the Programmes Unit develop ways of working together to deliver improved programme cycle management
   - Lead programmatic elements of our DFID PPA relationship including oversight of the management of the annual reporting process and logframe adherence in close working with the Head of Programme Quality

5. Deputise for the Director of Programmes
   - Represent the Programme Unit at quarterly Senior Management Team meetings, and with the Trustee Programme Committee (where applicable)
   - Demonstrate confidence and autonomy when making both operational and strategic decisions on behalf of the Programmes Unit

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• Support and contribute to strategic change initiatives including the development of both Global Strategy as well as Programmatic Strategy.

6. Other
• Other duties as required.
• You may occasionally be required to work on weekends and/or public holidays, for which time off in lieu will be granted
• Regular travel to Country Programmes and the International Office in Delhi

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Restless Development is a values-led organisation. As well as considering skills and experience, we are looking for people with who demonstrate the personal qualities and competencies consistent with our Values.

### Values

**HEART**
We are who we serve. We are brave.

**HEAD**
We are 100% professional. We prove that young people can

**VOICE**
We generate leaders. We are proud to carry the banner for youth-led development.

**HANDS**
We are in it together. We listen and learn.

### Behaviours

**Values-led**

- Upholds a values-led culture across the Country Programme or International Unit, inspiring a Restless passion and professionalism amongst all others. Considers the Restless Values when making decisions and taking measured risks at a strategic level.

**Innovation**

- Creates an enabling environment for innovation across the Country Programme or International Unit. Takes measured risks and solves complex issues with creativity and innovation. Maintains a focus on aligning the organisational vision for long-term growth in a changing world.

**Delivers Quality**

- Drives quality across the Country Programme or International Unit by holding all teams to account for high performance and value-for-money. Ensures the Country Programme or International Unit is effectively and efficiently resourced to deliver quality against strategic priorities.

**Decision-Making**

- Drives change across the Country Programme or International Unit by considering the long term impact of risks and strategic decisions to multiple teams.

**Leadership**

- Leads strategy development and creates a compelling organisational vision. Is accountable for performance at a Country Programme or International Unit level. Develops leadership in others for future growth of the organisation.

**People Development**

- Builds organisational capacity by creating a culture of continual learning through performance management, training, coaching and mentoring; aligning their own personal and professional development to current and future organisational needs.

**Effective Communication**

- Builds consensus and commitment amongst staff and major national partners. Confidently anticipates and responds to challenge or resistance in difficult circumstances. Coaches others to communicate strategically.

**Collaboration**

- Is a role model for collaboration at a national, regional and global level; frequently contributing to internal processes and decisions. Leads participatory decision making and strategy development.

### What we expect of the Head of Programme Development

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### SKILLS AND EXPERIENCE

**Essential**

- A thorough knowledge of the international development sector
- Degree in relevant field
- Demonstrated leadership and management/Senior Management skills in an NGO environment
- A well-developed technical understanding of development programmes preferably related to Restless Development’s goal areas and approaches
- Good interpersonal skills and personal credibility with a demonstrated ability to build strong working relationships with colleagues at all levels
- Strong people management skills and experience
- Good verbal communication skills and the ability to represent restless Development to a wide range of stakeholders
- Able to plan and deliver work against tight deadlines to high standards of quality.

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**Desirable**

- Written and verbal English of highest calibre
- Impeccable attention to detail.
- The ability to work effectively as a team member.
- Commitment to Restless Development’s values and mission.

- Master’s degree in relevant field
- Experience of Research and Learning initiatives and the production of resources for external audiences
- Experience of researching and developing programme quality policies and procedures
- Remote management skills and experience
- Experience of working in field locations
- Knowledge and/or experience of contributing to organisational change.

**WHAT WE DO FOR YOU**

**Remuneration**
We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations. In addition to salary, we offer Heads of a 4% pension contribution.

**Values and Culture**
At Restless Development, we’re proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

**Work-life balance**
It goes without saying that we work hard, at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

**Professional development**
Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

**Travel and medical insurance**
When travelling abroad with work, all staff will be covered by Restless Development’s travel and medical insurance.

**Relocation package**
For staff who relocate to work with Restless Development, we offer a competitive relocation package. This will be discussed with relevant candidates and could include:

- A lump-sum relocation allowance to support you in relocating to your new place of work.
- Out of country supplements for the duration of your time working in your new place of work.
- Medical insurance.

**KEY DATES**
• Please send a completed application form to jobs@restlessdevelopment.org by midnight on Sunday 14th June 2015. Please note that we do not accept CVs, resumes or covering letters.
• First round interviews are likely to take place on 23rd June 2015.
• Second round interviews are likely to take place the following week.