Job Description and Person Specification: Programmes Manager

Job title: Programme Manager  
Reporting to: Head of Parliamentary Development  
Supervisory responsibility: Programmes Assistant and Programmes Administrators  
Key relationships: Head of Parliamentary Development, Editor of The Parliamentarian, Financial Accountant and Head of Private Office  
Term: Permanent  

Commonwealth Parliamentary Association (CPA): Statement of Purpose

The CPA connects, develops, promotes and supports parliamentarians and their staff to identify benchmarks of good governance and the implementation of the enduring values of the Commonwealth.

The CPA collaborates with parliaments and other organisations, including the intergovernmental community, to achieve its Statement of Purpose.

Commonwealth Heads of Government have recognised the Parliaments and Legislatures of the Commonwealth as essential elements in the exercise of democratic governance, and have endorsed the efforts of the Association as the parliamentary partner of the Commonwealth’s governmental and non-governmental sectors.

CPA activities focus on the Commonwealth’s commitment to its fundamental political values, including: just and honest government, the alleviation of poverty, fundamental human rights, international peace and order, global economic development, the rule of law, equal rights and representation for all citizens of both genders, the separation of powers among the three branches of government and the right to participate in free and democratic political processes.
Overview

This is a broad-based role, and the post holder will work on a range of programmatic activities with senior colleagues. Key activities will include co-design and delivery of programmes, and involvement in a range of projects with member regions and CPA partners. The role is intended to be a developmental one and successful candidates may therefore have experience in one key area and an aptitude for, and willingness to learn in another.

Main Activities:

1. To support the design and delivery of a range of programmes (specifically bilateral engagement programmes) and events on behalf of CPA and partner organisations that includes:

   - Contributing to the overall planning, design and delivery of CPA projects and programmes
   - Delivering elements of a programme under the guidance of senior colleagues
   - Establishing effective relationships with Members and partners, and acting as a key contact and support for the duration of the programme or project
   - Building and managing relationships pro-actively with a range of external partners
   - Contributing to the writing of monitoring and evaluation reports
   - Engaging with senior colleagues and contributing to both external and internal meetings/workshops where appropriate
   - Supporting the generation of income for the CPA through the delivery of projects and/or programmes.

2. To support the ‘Heads of’ with pro-actively tracking activities associated with programmes and governance matters through the production of performance reports. These responsibilities will involve setting up and maintaining databases, holding internal meetings, producing reports and undertaking necessary associated administrative duties as required.

3. To contribute to the production of proposals for future work, to include:

   - Producing clear, concise written reports on the viability of proposals for future work
   - Undertaking costing exercises for proposals, working closely with the `Heads of’.

4. To develop excellent relationships with key personnel across the Secretariat

5. Line managing team members and provide oversight and responsibility for supervising a range of personnel in the planning, delivery and management of programmes.

6. Any other duties commensurate with the grade.
Person Specification:

Essential

- Graduate level education, or demonstrable equivalent experience within an international multicultural setting.

- Enthusiastic, flexible and proactive attitude towards problem-solving.

- Confident working with senior people, with the ability to establish both good working relationships and own professional credibility.

- Experience of working in a small and dynamic office with an ability to work under pressure, to adapt to changing requirements and to balance conflicting demands.

- Excellent time management and self-organising skills and attention to detail.

- Experience of providing formal line management, including development of new and existing personnel to achieve high performance as well as proven experience of oversight and supervision for leading a small and diverse team in the delivery of multiple programmes.

- Excellent project management skills.

- Excellent written and verbal communication skills, including the ability to influence and negotiate.

- Proven ability to sustain a programme of activity that requires excellent collaboration with senior professionals.

- Solid working knowledge of Microsoft Office.

- Evidence of research skills (including proficiency in the use of research tools/packages) in order to contribute constructively to analysis of data and/or leadership, or organisational interventions, and apply the analysis appropriately.

- Numerate, with the ability to understand financial and statistical data.

- Ability to engage constructively with colleagues to regularly review and support the execution/completion of projects/activities.

- An understanding of, and commitment to, valuing diversity and the development of a collegiate working culture.

- Excellent written and oral communication skills, especially public speaking and communicating to a wider and diverse audience.

- Experience of working with people from different geographical regions, backgrounds and cultures.
Desirable

- A relevant post-graduate qualification in an area of international relations, public policy or politics, or keen to develop and extend knowledge in this area.

- Good working knowledge of the Commonwealth, associated organisations and its shared values.

- Experience of long-distance business travel and the ability to deliver results in developing and developed countries.

- Experience and understanding of the workings of ‘Westminster Style’ parliaments.

- Project/programme management qualification such as Prince2 or PDM Pro.

- Experience of working with design software such as InDesign.

- Experience of using video editing software.