

Post	Programme Manager (World Habitat Awards)
Salary	Circa £33,000
Contract type	Permanent, (subject to six-month probation) Full-time (34.5 hours per week)
Closing date	Friday, 26 th April at 09:00am (GMT)
Interviews	Week commencing 20th May 2019
Start date	To be agreed

We are a Leicestershire based global housing charity looking for an enthusiastic programme manager to join our growing World Habitat Awards programme. This new post will project manage our World Habitat Awards process, identifying the very best housing from around the world, organise events to help transfer great practice and help nurture new ideas.

The World Habitat Awards - run in partnership with UN Habitat - is the world's leading housing competition. It provides a unique window onto the world of outstanding housing. Every year, you will receive submissions from extraordinary housing programmes from all around the world. We invest in the best, so they can become even better, their ideas replicated elsewhere and help many more people in need.

1. About Us

Billions of people around the world lack a safe home due to conflict, poverty, natural disasters, and weak housing rights. World Habitat aims to be a catalyst that helps people overcome these problems. We look for what works, help it grow and transfer great housing ideas to where they are needed most. We do this by:

- identifying great housing ideas and best practice from around the world;
- transferring ideas and practices to places where they are needed most; and
- helping new ideas grow, so they benefit the people who need them most

We run the World Habitat Awards, carry out research and run programmes to make this happen. Currently we co-ordinate the European End Street Homelessness Campaign – a movement of thirteen European cities that have signed up to set a principles to end street homelessness for good. We help establish community-led housing in areas of the world where it is undeveloped, including Central and Eastern Europe, and informal settlements in cities in Latin America.

2. What We Offer

World Habitat is a unique organisation. We have fourteen staff, most based in our office in Coalville, Leicestershire. We have global ambitions and lots of opportunities to travel and network around the world.

World Habitat values diversity and aims to foster a diverse and inclusive working environment. We are flexible and family friendly. We offer flexitime including flexi leave, a 34.5 hour working week,

some working from home, a generous pension, life cover and a competitive salary.

We encourage career development with an appraisal system and opportunities to develop your knowledge and skills.

Job Description – Programme Manager

Post Title: Programme Manager

Responsible to: Head of Programme

Prime Function. To be the lead member of staff for one or more of World Habitat's programmes working with the World Habitat team and external partners to identify and seek to encourage the adoption of good, positive and promising housing practices. The activities of the role are to be undertaken individually or in collaboration with others, as appropriate.

Responsibilities:

Programme Management

- Coordinating activities, undertaking research, delivering and monitoring outputs etc. For example, regarding the World Habitat Awards, knowledge transfer activities (such as international peer exchanges) and/or development Programmes.
- Disseminate good housing practice by developing and co-ordinating knowledge transfer activities by preparing and giving presentations, organising events or seminars or using other appropriate media.
- Evaluating and reporting on current and previous World Habitat work and identified good practice to promote awareness and understanding of impact.

Communications and networking:

- Building and maintaining relationships with key stakeholders in grassroots and practitioner academic, government, private sector and communities; playing an active role in relevant networks and steering groups and working with WORLD HABITAT partners as required;
- Communicate content of a specialist or technical nature, to non-experts and experts alike, using high level skills to tailor the message to the audience.
- Coordinate and organise meetings and events including the preparation of relevant documents and attend and contribute to relevant meetings and events;

Development:

- Continually update own knowledge and understanding in relevant fields;
- Share knowledge with colleagues, including supporting them in learning techniques and providing feedback on their activities.

Other

- Be an active member of the World Habitat staff team, including contributing to the general intellectual capital and playing an active role in the organisation's development;
- Undertake travel within the UK and internationally as and when required by the organisation. This is likely to amount to around 20 to 25 days per year
- Undertake other reasonable duties in the context of this job description as required by the Director.

This job description sets out the level of responsibility and areas of duties of the post. Such duties may vary over time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and do not form part of the contract between World Habitat and the postholder.

Person Specification – Programme Manager

Listed below are the key requirements to undertake this job.

E = Essential D = Desirable

A = Application I = Interview P = Presentation W = Written exercise R = Reference

Essential criteria are those without which a candidate would not be able to undertake the full remit of the role. We are unlikely to select applicants who do not clearly demonstrate that they possess the essential requirements.

Desirable criteria would be useful for the candidate to hold. We will consider these when more than one applicant meets the essential requirements.

Criteria	Weighting	Evidence
Education and qualifications		
Degree (or equivalent experience).	E	A
Postgraduate degree.	D	A
Knowledge skills and Experience		
Excellent analytical skills, including the ability to draw conclusions and make recommendations based on research and evidence.	E	A, I, W
Knowledge of issues, organisations and networks relating to current UK and/or international housing policy and practice.	E	A, I
Excellent writing skills, ability to communicate complex issues in a clear, concise and accessible manner to a range of audiences.	E	A, W
Excellent verbal skills, ability to communicate complex issues in a clear, concise and accessible manner to a range of audiences.	E	A, I, P
Ability to work with a variety of windows-based IT packages.	E	A, I
Competence in undertaking scoping research to establish the current state of knowledge in a field.	E	A, I, P
Strong numeracy skills.	E	A,W
A track record of research and publications.	D	A,I
Experience of developing research proposals.	D	A, I
Project management experience.	D	A, I

Criteria	Weighting	Evidence
Fluent written and spoken French or Spanish.	D	A, I
Personal qualities		
An ability to think logically and present information clearly.	E	A, I,W
Strong self-management skills, including an ability to organise and plan work effectively, producing quality work within tight deadlines.	E	A, P, W
Be conscientious, honest and reliable.	E	R
Be proactive and resourceful, with an ability to work independently, as well as in cooperation with others.	E	A, I
The ability to build and maintain positive relationships with partners and stakeholders.	E	A, I
The ability to collaborate and work effectively with partners and stakeholders.	E	A,I
Prepared and able to travel within UK and overseas on a regular basis.	E	A
Willingness to engage in continuing professional development, including a capacity and desire to develop knowledge and skills.	D	I, P

Application, selection process and timetable

Please ensure you have read and understood the above information.

Complete the Application Form, ensuring that you outline clearly how your skills and experience meet the requirements of this Job Description and Person Specification. **A Curriculum Vitae will not be accepted.**

Complete the Equal Opportunities Questionnaire and return the Monitoring Form. This form will be separated from your application upon receipt.

If you are successful, we may undertake checks including taking up references to ensure that you are qualified for the job. When these checks are complete we will make you a formal offer of employment.

Applications must be received by 09:00 am (GMT) on Friday, 26th April 2019. **Please send your application by email if possible.**

We will let you know by Wednesday, 8th May if you are to be called for an interview.

Interviews will take place week commencing 20th May 2019.

Please send completed application forms to Ms Sharon Smith at recruitment@world-habitat.org and indicate “**Post: Programme Manager**” in the subject field.

Ms Sharon Smith
Office Manager
World Habitat
Memorial Square
Coalville
Leicestershire
LE67 3TU

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Fax	01530 510332
Email	recruitment@world-habitat.org
Web	www.world-habitat.org