JOB DESCRIPTION – PROGRAMME LEAD

Post Title: Programme Lead

Responsible to: Deputy CEO

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.

Salary: £41,541

Responsibilities:

Programme Management
- Coordinating activities, undertaking research, delivering and monitoring outputs. For example, regarding the World Habitat Awards, knowledge transfer activities (such as international peer exchanges) and/or development programmes (such as Community-led Housing).
- Disseminate good housing practice by developing and co-ordinating knowledge transfer activities within the UK and overseas, 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 identifying 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 community organisations; 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.
- Co-ordinate and organise meetings and events including the preparation of relevant documents and attend, contribute and Chair where necessary.

Leadership and Management
- Provide leadership and line management for up to two posts, setting an effective agenda that ensures that the organisation’s values, strategy and priorities are clearly understood by staff. Effectively appraise and manage staff performance, supporting their development and progression and taking effective action to address underperformance where necessary.

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 Chief Executive.

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
• Supports the mission, vision and values of World Habitat.

• The ability to build, collaborate and maintain positive working relationships with partners and stakeholders.

• Competence in undertaking scoping research to establish the current state of knowledge in a field, with the ability to draw conclusions and make recommendations.

• Knowledge of issues, organisations and networks relating to current UK and/or international housing policy and practice.

• A track record of commissioning or carrying research and/or collating practice, including experience of sharing findings e.g. reports, case studies, blogs

• Excellent written and verbal skills, ability to communicate complex issues in a clear, concise and accessible manner to a range of audiences.

• Strong project management skills, including an ability to organise and plan work effectively, producing quality work within tight and competing deadlines.

• Be proactive and resourceful, with an ability to work independently, as well as in cooperation with others.

• Successful track record of effective line management.

• Strong numeracy skills, with a track record of managing budgets.

• Ability to work with a variety of MS-Office IT software.
- Degree (or equivalent experience).

- Willingness to engage in continuing professional development, including a capacity and desire to develop knowledge and skills.

- Fluent written and spoken French or Spanish (desirable).