

## Role Profile

<b>Overview</b>	
Role	Programme Development Specialist
Main Purpose	To develop concepts for new projects and programmes by convening the right stakeholders and leading them through participatory processes of programme creation
Department	Programmes
Type of role	Permanent
Location	Any Hope for Justice office in Europe or Africa
Reporting To	Head of Programme Operations
<b>Key Result Areas</b>	
<ul style="list-style-type: none"> <li>• Design fundable new projects and programmes</li> <li>• Programmatic input into restricted fundraising applications</li> <li>• Technical input into programme quality improvement</li> <li>• Strategic input into programme portfolio development</li> </ul>	
<b>Main Duties</b>	
<p><b>Programme design – 60%</b></p> <ul style="list-style-type: none"> <li>• Identify opportunities for innovative projects and programmes that will have massive impact on modern slavery and human trafficking</li> <li>• Convene relevant internal and external stakeholders—including victims and survivors--and lead them through robust, participatory processes of programme creation</li> <li>• Develop partnerships and consortium relationships to maximise our potential impact in a particular programme through collaboration with others</li> <li>• Write up concepts for new areas of work that can be used to generate interest among potential funders, and that collectively represent a pipeline of programmatic work we want to do</li> </ul> <p><b>Programmatic input into restricted fundraising applications – 25%</b></p> <ul style="list-style-type: none"> <li>• Working to a ‘programme-led but donor-informed’ understanding, liaise closely with colleagues in Partnerships—particularly institutional, trusts, and foundations—to ensure any programmes we consider developing are highly fundable</li> <li>• Support the development and submission of high quality funding applications to donors through technical inputs from a Programmes’ perspective</li> <li>• Engage in technical programmatic discussions/forums with a limited number of key institutional donors to help gather intelligence and influence programmatic thinking, and to represent Hope for Justice’s programmes in these spaces</li> </ul>	

**Technical input into programme quality improvements – 10%**

- Help to set and support programmes to meet expectations around quality programming, where quality means survivor-centred, evidence-based, outcome-oriented, diverse and inclusive, collaborative, and doing no harm

**Strategic input into programme portfolio development – 5%**

- Actively engage in discussions around overall programmatic strategy and direction, including any due diligence of new programming that comes to Hope for Justice through mergers or partnering opportunities

**General**

- Any other related duties as delegated by the Director of Programmes or Head of Programme Operations

**Soft Skills**

- Facilitation (i.e. of participatory workshops to develop programmes)
- Communication (ability to formulate and communicate complex ideas clearly and concisely)
- Relationship-building
- Critical thinking / problem solving
- Flexible, proactive, and ‘can do’ attitude

**Technical Skills**

- Excellent skills in participatory processes
- Strong understanding of issues of diversity, equity and inclusion
- Strong skills in partnership development
- Strong writing skills
- Proficiency with Microsoft Office suite

**Experience & Education**

- At least 5 years’ hands-on programming experience in the Global South
- Direct experience of the modern slavery and human trafficking sector
- At least 3 years’ experience leading participatory programme design processes
- A qualification in project/programme management (e.g. PMD Pro)
- A qualification in partnership brokering (desirable)
- Specific specialism in any of the following: forced labour in supply chains, commercial sexual exploitation of children (including online exploitation), child labour, migration and human trafficking, gender-based violence and links to human trafficking (desirable)