



Job Description

SPANNA (The Society for the Protection of Animals Abroad) is the global charity for the working animals of the world. Since our foundation in 1923, we have worked where they work, to support the welfare of working animals, including horses, donkeys, mules, oxen, dogs and camels. Find out more at www.spanna.org

Vision Our vision is a world where every working animal lives a healthy and valued life.

Mission Our mission is to transform the welfare of working animals in a world where animals, people and the environment are respected and thrive.

Job title:	Programme Manager – Senior Partners
Reports to:	Senior Programmes Manager
Location:	Remote working with regular attendance at our London office. If remote working, London office or other venue to be visited for meetings and events normally once or twice a month. International travel to our partners may be required.
Terms:	Full-time (34.5 hours per week), permanent.
Salary	c £40,000 per annum subject to skills and experience.
Benefits	<ul style="list-style-type: none">• 26 days annual leave, plus bank holidays; further leave accrues after two years of service to a maximum of 30 days.• Generous company pension scheme with SPANA paying 10 per cent of salary if employee contributes five per cent.• Health care cash plan with Medicash, including access to virtual GP appointments.• Enhanced Employee Assistance Programme.• Group income protection scheme.• Volunteer day programme.

Purpose of the role

At SPANA, we support a network of global partners working through both a short-term small grants and long-term programmes – known as our Senior Partners. Senior Partners represent key strategic investments in our mission to enhance working animal welfare. These programmes are established country offices, each led by dedicated Country Directors who oversee the implementation of our work. Our initiatives in these regions reflect a commitment to delivering holistic programming across a range of interventions to improve the welfare of working animals.

As Programme Manager, you will lead our critical relationships and day-to-day activities with SPANA Senior Partners in overseas country offices delivering our international programmes. You will be responsible for managing activities across SPANA's international programme work, including budget reporting, grant making and management, as well as procurement. You are a key part of SPANA's Global Programmes department (GPD) team and report to the Senior Programmes Manager.

The role works closely with departments across SPANA to ensure the quality and efficiency of SPANA's global operations and with a wide range of internal and external stakeholders to support the delivery of programmes that support and align to our five-year strategy. Stakeholders include our Global Animal Welfare, Finance, Marketing, Fundraising & Communications teams, SPANA Senior Partners and Country Directors.

Key responsibilities

Area 1: Senior Partner Co-ordination and Management

- Lead co-ordination with Senior Partners on annual planning, budgeting and reporting processes and act as first point of contact for Country Directors. Ensure reporting and management sheets are up to date and actions are completed.
- Support the Senior Leadership Team (SLT) on matters related to the management of country programme activities, including advising on appropriate actions to mitigate risk.
- Work with other members of the GPD team on development and maintenance of operational systems and processes and capacity building.

Area 2: Support the delivery of Monitoring, Evaluation, Accountability and Learning (MEAL):

- Work with the MEAL team to develop and maintain a core suite of delivery resources, including needs assessments and templates.
- Support the generation of content and case studies from programmatic work.
- Assess all new working against SPANA's strategic aims and principles and ensure all projects deliver against agreed KPIs.

Area 3: Work with the Global Resources team:

- Lead budget management and human resource planning and allocation for in-country teams, including support and training in systems and processes.

- Ensure alignment with SPANA's governance systems and prepare all programme documentation, including risk registers and budget forms.
- Ensure documentation, including governance reviews and risk assessments, are completed and updated.

In addition, undertake any other duty or responsibility that may reasonably be allocated by management. It is a requirement that all staff work in a flexible manner compatible with their jobs and in line with the company objectives and values. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation.

Person Specification

Knowledge and Education

- Degree level education or equivalent work experience in international development or programme delivery.
- Training or substantial experience in programme management.
- Knowledge of programme design and evaluation systems, including a range of tools for reporting and budgeting.
- Knowledge of safeguarding best practice.

Experience and Skills

- Strong planning and communication skills.
- Budget management proficiency.
- Experience communicating effectively with a range of stakeholders, including within diverse cultural and linguistic background.
- Fluent French speaker.

Personal Attributes

- Confident working independently and as part of a team.
- Comfortable co-ordinating and balancing multiple stakeholders, priorities and projects.
- Proactive problem solver who is comfortable working under pressure.

Desirable Criteria

- Project management qualification or experience.
- Knowledge of international country contexts and experience in international development, capacity building and animal welfare.
- Language skills in Arabic, Spanish or Portuguese.

To apply: Please send a CV and cover letter (totalling no more than two pages) to recruitment@spana.org. Please include details of where you saw this vacancy advertised.

Deadline: 23:59 BST on Sunday 18 May 2025

All applications will be acknowledged. Unfortunately, once a vacancy has closed we are unable to consider further applications.

Applications without a cover letter/email explaining how you meet the requirements for the role cannot be considered. If you have any questions about this role, please send us an email.