



Job Description

SPANANA (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.spana.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.

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| Job title: | Senior Programmes Manager |
| Reports to: | Head of Programmes |
| Location: | Remote working with regular attendance in the London office |
| Terms: | Full-time 34.5 hours per week, permanent |
| Salary | c £45k 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.• Life insurance.• Volunteer day programme. |

Purpose of the role

We are looking for a dynamic and experienced Senior Programmes Manager to lead the planning, execution and evaluation of our international programmes. This pivotal role requires a strategic thinker with extensive programme management experience and a deep commitment to our mission.

The Senior Programmes Manager will be responsible for ensuring that our programmes are effectively designed and delivered, meet the needs of the communities and animals we serve and align with our organisational strategy and donor expectations.

Positioned within the Global Programmes department, the role will involve close collaboration across teams in both the Global Support Office and our implementing partners.

Key responsibilities

1.) Programme Management

- Oversee the design, implementation and management of multiple programmes across Africa, Asia, South and Central America.
- Ensure that all programmes are aligned with the charity's strategic objectives and donor requirements, focusing on sustainability and impact.
- Ensure the themes of the SPANA programme approach complement one another and work as a package to effectively support programmes to meet the aims of the organisation.
- Line manage other programme team members – the senior partner and project partner staff members.

2.) Strategic Planning & Stakeholder Engagement

- Lead the development of annual programme strategies and plans, ensuring cohesive technical input, monitoring and evaluation plans and communication and fundraising integration.
- Identify opportunities for programme expansion and enhancement, based on emerging trends and community needs.
- Build and maintain strong relationships with key stakeholders, including programme managers and Country Directors, local and international partners, government agencies and donors.
- Facilitate stakeholder meetings and workshops to gather input, share progress and foster collaboration.

4.) Budget Management

- Assist in the development and monitoring of programme and departmental budgets, ensuring financial accountability and compliance with organisational and donor policies.
- Monitor expenditures and financial reporting to ensure efficient use of resources and adherence to budgetary constraints, with support from the Global Resources department and Grant Compliance Manager.
- Identify and pursue opportunities for additional funding, including grant applications and partnerships.

6.) Monitoring & Evaluation

- Establish robust monitoring and evaluation frameworks to assess programme effectiveness and impact.
- Collect and analyse data to inform programme decisions and improve implementation.
- Ensure regular reporting on programme outcomes and lessons learned to inform future strategies and initiatives.

7.) Cross-Team and Cross-Departmental Collaboration

- Ensure SOPs and templates for planning, budgeting and reporting are aligned with the needs of the Global Resources department to facilitate results-based management.
- Lead on knowledge sharing and communication mechanisms and activities for supporting Global Fundraising, Marketing & Communications activities.
- Collaborate with the Global Fundraising, Marketing & Communications team to develop materials that showcase programme successes and impact, including case studies and impact stories.

International travel, including to high-risk contexts, may be required based on business needs. The frequency and duration of travel will vary depending on project demands and organisational requirements.

In addition, undertake any other duty or responsibility that may reasonably be allocated by management. It is a requirement of the company 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

- A relevant degree in international development, project management, or a related field or equivalent demonstrable experience.

Experience and Skills

- Substantial experience in programme management within the international development or non-profit sector.
- Experience working collaboratively in diverse cultural contexts and understanding the challenges faced by communities in the majority world.
- A sound understanding of animal welfare in an international context and within the sphere of sustainable development.
- Excellent communication and interpersonal skills, with fluency in English and French.
- Substantial programme management experience and a strong understanding of project management methodologies and tools, including planning, implementation and evaluation techniques.
- Experience in budget management and financial reporting.

Personal Attributes

- A deep commitment to the mission and values of SPANA.

- Cultural sensitivity and the ability to work effectively in diverse environments.
- Strong problem-solving skills.
- Ability to manage conflicting priorities and deadlines.
- Innovative mindset with a passion for finding creative solutions to complex challenges.

Desirable Criteria

- Project Management qualification.
- Arabic or other relevant language skills.
- Knowledge of the MENA region.
- Knowledge of safeguarding best practice.

To apply: Please send a CV and cover letter totalling no more than two pages to recruitment@spana.org

Please state where you saw this role advertised in the body of your email.

The deadline for applications is 23:59 BST on Sunday 11 May. All applications will be acknowledged. Unfortunately, once a vacancy has closed we are unable to consider further applications.

Applications without a cover letter/email outlining how you meet the requirements for the role cannot be considered. If you have any questions, please email recruitment@spana.org