



Job Description

For over a century, SPANA has been dedicated to transforming the lives of working animals and supporting the people who depend on them. We work with partners worldwide to increase access to essential veterinary treatment and campaign for better welfare standards. We also support owners as they develop the knowledge and skills to look after their animals with confidence and care. 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.

Job title:	Special Projects Manager
Reports to:	Head of Programmes
Location:	UK based, hybrid working with regular attendance (approximately one to two days per month, or more if preferred) in our London office
Terms:	Full-time (34.5 hour per week), fixed term 12-month contract
Salary	£50,000 per annum
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 10% employer contribution if employee contributes a minimum of 5%.• Healthcare cash plan with Medicash, including access to virtual GP appointments.• Enhanced employee assistance programme.• Group income protection and life insurance scheme.• Volunteer day programme.

Purpose of the role

Our Global Programmes Department (GPD) works on an innovative partnership model to deliver our mission to transform the welfare of working animals in a world where animals, people and the environment are respected and thrive.

This exciting role will join our team on a 12-month fixed-term contract to support an ambitious work plan by scoping, defining and advancing key new project areas and strategic initiatives. The Special Projects Manager will work closely with our international partners and the wider organisation and will report to our Head of Programmes.

The successful candidate for this role will work on a diverse and exciting range of projects. The projects will seek to expand our impact through developing innovative approaches to achieving sustainable improvements in working animal welfare. These might include:

- exploring options for social business models, and assessing how they can be best applied to animal welfare in low-income settings
- scoping and developing synergistic partnerships with development sector actors
- country-specific analysis on specific challenges to working animal welfare in complex situations.

The Special Projects Manager will scope and analyse different project areas, collaborating with internal and external stakeholders and commissioning and overseeing subject matter experts, as needed, to progress different areas.

This role would suit an experienced, innovative and creative project manager who enjoys strategic analysis of complex scenarios with different stakeholders, interests and actors. Experience of research, policy and working across sectors would be an asset, alongside a commitment to social equity and our mission and values.

Key responsibilities

Area 1: Project management

- Manage a portfolio of projects to a defined schedule and budget.
- Identify, assess and mitigate project risk, escalating to the Head of Programmes where appropriate.
- Explore different areas of work to provide evidence-based and creative options and recommendations, including assessment of resource, timeline and strategic implications.
- Integrate safeguarding, data protection, ethical research standards and accountability to communities into project design and implementation.

Area 2: Collaboration

- Manage stakeholders to develop good relationships and appropriate involvement through consultation, meetings and reviews.
- Ensure project alignment with our different teams (including Animal Health and Welfare and MEAL) through strong communication and coordination, ensuring competing priorities are identified and resolved.
- Ensure relevant stakeholders are kept up to date and input as appropriate.

- Design and commission consultancies to add subject matter expertise where needed to drive projects forward, in line with our procurement policy.

In addition, undertake any other duty or responsibility that may reasonably be required for this role.

Person specification

Experience and skills

- Excellent project management skills, including planning, risk management and delivery oversight.
- Experience working in partnership with local NGOs in an international development context.
- Experience of successfully designing and managing complex projects in an international development context.
- Experience commissioning and overseeing consultants to deliver on project outputs.
- Strong research and analytical skills, with experience of making decisions based on evidence, data and insights.
- Excellent planning, coordination and organisational skills.
- Experience collaborating with diverse stakeholders including programme teams, funders, partners and community organisations
- Demonstrated ability to build strong, trust-based working relationships and to navigate competing priorities.
- Ability to think logically and strategically to offer and deliver practical and operational solutions to complex questions.

Personal attributes

- Confident and comfortable working independently, bringing in appropriate colleagues and expertise.
- Strong innovator with excellent problem-solving skills and comfortable working with ambiguity and complex contexts.
- Culturally sensitive, inclusive and confident working effectively with colleagues and partners from diverse backgrounds, including international teams.
- Comfortable and confident in navigating competing priorities and influencing without authority.
- A commitment to social impact, equity and our mission to transform the welfare of working animals.

Desirable criteria

- Project management qualification.
- French language skills.

- Familiarity with safeguarding, ethical management of data and accountability principles.
- Knowledge of relevant thematic areas including livelihoods, livestock, education, climate resilience or social business models.

This is a UK-based position. Applicants must have the right to work in the UK currently and for the duration of the contract.

To apply: Send a CV and cover letter/email (totalling no more than two pages) to recruitment@spana.org. Please state where you saw the role advertised in the body of your email. If you have any questions about the role, please feel free to email us.

We recognise that candidates may choose to use AI in their application documents. We recommend that candidates ensure that their use of AI is considered and that their application documents accurately reflect their skills and experience. Applicants are advised that we do not use AI in our application review process, and all applications are independently reviewed by a minimum of two members of our team. Some interview processes will involve skills assessments which we expect candidates to complete without the use of AI.

Deadline: 23:59 GMT on Sunday 22 March 2026

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 will not be considered.