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Job Title	<b>Programme Manager</b>
Reporting to	Executive Chairman, Human Dignity Foundation
Contract Type	Fixed Term over the remaining life of the philanthropic fund – anticipated to be 6 years to complete by the end of 2029.
Location	Leopardstown, Dublin 18, Ireland with ad-hoc travel required typically 0.5-1 days per week on average
Date	Feb/Mar 2023 start

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## Background

The Human Dignity Foundation (HDF) is a private, philanthropic fund setup to enable children to live with dignity. Its work is founded on the principle that preventing violence against children and protecting and promoting their rights is the first step in enabling them to live safe, fulfilling, and dignified lives, specifically by addressing the issue of child sexual exploitation and abuse.

The Human Dignity Foundation, founded in 2004 by a leading philanthropist and entrepreneur is a spend down foundation which expects to complete the funding of its international partner projects by the end of 2029.

## Job Purpose

The Programme Manager will oversee a programme consisting of several projects, implemented by grantees, focused on preventing or responding to Child Sexual Exploitation and Abuse (CSEA). They will deliver all aspects of grant and portfolio management and monitor grantee performance to ensure the best use and impact of resources of the HDF fund.

This will be achieved by maintaining and evolving HDF grant management system, building relationships with HDF's portfolio of grantees, and providing a rigorous system of accountability to the HDF Executive Chair and Board.

## Key Tasks and Responsibilities

The Programme Manager's role will be dynamic and diverse given the small nature of HDF's team, but core responsibilities will include:

- Developing and refining their programme's strategy in line with opportunities and gaps in current CSEA response;
- Develop their programme through new grants and partnerships;
- Using sector awareness to spot opportunities for grantee growth, improvement and create connections across their programme and HDF's portfolio;
- Overseeing the development of new project proposals by grantees;
- Ensuring grantees adhere to agreed reporting timelines;
- Reviewing and assessing grantee performance against key targets, including undertaking monitoring visits;

- Monitoring budgets to ensure that spending occurs as planned and that variances are anticipated, noted, and acted on; ensuring that key grantee program personnel are aware of budgetary resources/restraints and are able to monitor their budgets respectively;
- Travel to projects (UK/France/other approx. 0.5-1 day per week) to ensure effective project delivery is taking place.

## Person Specification

Experience	<ul style="list-style-type: none"> <li>• A minimum of 5 years' professional project management experience</li> <li>• Experience in international development/ philanthropy/ grant making desirable</li> <li>• Experience in working with persons (in particular children) with disabilities (e.g. in care profession, social services, etc.) children's/youth rights, child protection or online safety desirable</li> <li>• Experience in grant management desirable but not required as training can be provided</li> <li>• Experience and confidence in representing, and speaking for, organisations in professional environments</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Demonstrable strong project management skills</li> <li>• Strong financial management skills</li> <li>• Excellent interpersonal and team working skills</li> <li>• Accurate worker with strong numerical skills</li> <li>• Good written and verbal communication skills</li> <li>• Computer literate – strong Excel and Word, PowerPoint skills</li> <li>• Ability to prioritise appropriately</li> <li>• Ability to work under pressure to daily/weekly/monthly deadlines, on own initiative and in a small organisation</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• Professional manner</li> <li>• Flexible</li> <li>• Self-starter</li> <li>• Pro-active</li> <li>• Enjoys working in small team environments</li> <li>• Team player</li> </ul>

## Common values

- Passion for our work and mission
- Accountability to our founder and partners
- Innovative, entrepreneurial, and dynamic in our approach
- Openness to admitting our mistakes and learning from them
- Excellence in all that we do

## Terms & Conditions

- Salary is commensurate with experience
- Pension, Healthcare
- Part time or 4 day week position may be an option for the right candidate
- Office based role.