



THE IARS INTERNATIONAL INSTITUTE

Programme Manager

About us

The IARS International Institute is one of the world's leading user-led NGOs with an international mission to give everyone a chance to forge a safer, fairer and more inclusive society. We achieve our charitable aims by producing evidence-based solutions to current social problems, sharing best practice and by supporting young people and the community to shape decision making. We are recognised as a leader in creating new knowledge and forming public and expert opinion.

- By empowering marginalised individuals of our society through accredited training, educational programmes, mentoring and one-to-one support
- By acting as an international network of NGOs bringing together people and ideas to share best practice and engage in debates on current social problems
- By carrying out action research and evaluation that is independent, credible, peer-reviewed, user-led, focused and current
- By supporting individuals and grass roots organisations to carry out their own initiatives to shape decision-making and society, and by helping them to maximise their social impact
- By being an authoritative, independent and evidence-based voice on current social policy matters.

Led by its CEO, Dr. Claire Bonham and staffed with a dedicated team of experts, interns and volunteers, the IARS International Institute is known for its user-led robust, independent, evidence-based approach to solving current social problems. We are acknowledged internationally for our expertise in justice, equality and youth. We have delivered projects in areas such as restorative justice, rehabilitation, human rights and inclusion, citizenship, public services and user-led research evaluation.

Job Description

Report to:	CEO
Accountable to:	CEO / Project Funding Bodies
Key working relationships:	CEO, Finance and Resources Trustee Group, wider IARS team, Project Officers
People management:	Responsible for task management of Project Associates
Operating budget:	Responsible with CEO for IARS projects budget

Key tasks:

1. EU Project Management

- Work with the CEO to oversee EU projects for which IARS is the coordinator
- Manage a portfolio of projects and develop and maintain a comprehensive calendar to meet application deadlines and key dates for reporting
- Provide a project overview report to the CEO on a monthly basis
- Work with the Finance and Resources Manager to allocate income and expenditure against projects
- Work with the Finance and Resources Manager to monitor project spending and escalate significant under or overspend on a timely basis
- Support project managers to adhere to annual budget and sign-off allocated projects' expenditure
- Respond to project partner queries around evidences and project budgets
- Provide financial and narrative reporting for interim and final project reports
- To ensure compliance with IARS' funders

2. Project development

- Work with the CEO and Founder to develop new projects and services that are aligned with IARS's vision, mission and expertise
- Input into operational element of funding bids
- Maintain a common project repository that allows us to understand operational capacity and develop good practice and common project tools
- Create content for communications team and marketing material such as the IARS annual report
- Utilise monitoring and evaluation data to make improvements to IARS' projects and services
- Work with the Director and the Board to develop and update IARS' income generation and partnership strategies and business plan
- Provide financial reporting for interim and final project reports
- Keep up to date knowledge of news, policies, strategies, research methods and new pieces of research that are relevant to IARS' projects.

3. Resource Management

- Task manage Project Associates and ensure that deliverables are completed on time and to a high standard
- Manage other contractors engaged in delivering IARS' projects and services
- Lead on the recruitment of new members of the project staff team.

4. Other

- Undertake all tasks respecting IARS Equality and Diversity Policy as well as its founding values
- Comply with the IARS Handbook and European Commission's grant agreements
- Attend and participate in internal IARS meetings including staff meetings
- Work co-operatively with other IARS staff and Board members
- Work with the CEO and team to develop new project ideas
- Attend relevant training in order to fulfil the requirements of the job
- Co-operate in the formulation of and development of systems for monitoring and evaluating the work of IARS
- Treat with confidentiality any information about IARS members, users, staff and research that could be deemed as personal, private or sensitive
- Undertake any other reasonable duties as required by the CEO.

Person Specification: Programme Manager

CRITERIA	STANDARD	ESSENTIAL / DESIRABLE
Knowledge & Experience	At least 3 years' experience in project management roles	Essential
	Expertise of and commitment to creating, mapping and maintaining end-to-end processing	Essential
	Erasmus+ Project management experience	Desirable
	Experience and understanding of the management, delivery, and reporting requirements from government or externally funded grants	Essential
	Recognised Project Management Qualification, e.g. Prince 2, Agile	Desirable
	Experience of working within the charity sector	Desirable
Skills & Abilities	Excellent analytical skills and attention to detail	Essential
	Highly organised and able to effectively manage multiple projects and workstreams	Essential
	Excellent written, oral and communication skills, combined with ability to deal with people at all levels	Essential
	Ability to be pro-active and work under own initiative	Essential
	Good interpersonal, relationship building and negotiating skills so as to manage IARS's relations with internal partners	Essential
	Excellent computer literacy	Essential
	Ability to provide project-based financial reporting	Essential
	Excellent command of the English language	Essential

Attitude	Results driven with ability to prioritise effectively, work under pressure and meet deadlines	Essential
	Empathy with the aims and objects of IARS	Essential
	Willingness to travel on occasion	Desirable
	A strong personal commitment to equality of opportunity	Essential
	Ambitious and self-motivated, characterised by integrity and diligence	Essential
	Commitment to the values of dialogue, transparency, non-adversarial methods of conflict resolution and restorative justice	Essential