Position: Global Diversity Foundation (GDF) Programme Manager (5 days/week)

Working hours

This is a full time role. If you are working from a timezone that is different from the UK, you will need to be flexible to work within the rest of the team’s working hours (9am - 5pm UK time).

Salary and benefits

The salary rate starts at £33,990 per annum and is commensurate with non-London charity rates in the UK and dependent on the individual’s experience.

For UK-based employees, GDF offers a competitive benefit package that includes 25 days annual leave (plus all bank holidays and the week between Christmas and New Year’s when our offices are closed) and statutory parental leave. We also offer 7 staff training days and a modest training support fee.

Location

The role is fully remote, as GDF has no physical office space. We are ideally looking for a UK-based candidate, but will consider exceptional applicants from outside the UK. For candidates who do not reside in the UK, contracts and benefits differ.

About the role

Global Diversity Foundation works for the wellbeing of people and the planet, by supporting social and ecological justice projects at different levels and localities. We help ideate, innovate and incubate promising action for radical transformation.

We provide changemakers the resources they need to achieve sustainable social and environmental impact. These include financial support, opportunities for networking and learning, mentoring and the establishment of long-term field programmes.

GDF draws on a wealth of experience, drawn from long-term partnerships with communities to coordination of a vast international network. Our unique approach embraces complexity and co-creation, connecting the grassroots to the global.
GDF does not have a physical office; staff operate remotely from around the world and across time zones. Each team member is responsible for making this dynamic style of working effective for them. Staff and consultants are hired for their passion, expertise and proactive approach. They are given ample autonomy to shape the structure and work of the organisation, and are expected to take full responsibility for their roles. Our governance structure is based on decentralised decision-making where possible, and is thus dependent on everyone in GDF taking initiative and self-organising. GDF has two Co-Directors responsible for overseeing GDF’s work and ensuring our mission and values are upheld, as well as reporting and being accountable to the Board of Trustees.

This role is one of the most dynamic roles at GDF. Reporting directly to the Co-Directors, the Programme Manager will be responsible for overseeing our ambitious programme of work and managing our amazing team of staff, consultants and volunteers. The Programme Manager will work closely with the Administration and Operations Coordinator, as well as our Finance Consultant. Together, these roles form the Management Team, which plays a key role in ensuring that we continue to realise our purpose in line with our values and strategy.

Your responsibilities will include:

Management of programmes

- Helping GDF accomplish strategic objectives by overseeing our projects and activities;
- Coordinating the delivery of specific programme outputs based on organisational needs as well as individual skills and interests;
- Contributing to event programming and implementation based on your personal interests, skills and experience;
- Building and maintaining strategic partnerships, in close collaboration with co-directors and programme coordinators, to support GDF’s work in all programmatic areas.

Fundraising

- Leading on and contributing to project-related fundraising and proposal development;
- Co-managing the overall GDF budget and specific grant budgets, ensuring that the programmatic teams have the information they need to implement their activities, and overseeing the efficient and effective management of funds.

Reporting

- Overseeing grant reporting deadlines and requirements for each project, and ensuring that each team adheres to deadlines;
- Leading on project reporting, with the support of project teams and the Finance Consultant;
- Leading on regular donor communications regarding all grants, in collaboration with programme coordinators.

Management of staff

- Providing managerial support to programme coordinators and teams, to support effective and efficient programme implementation and management of relationships and partnerships;
- Collaborating with the Administration and Operations Coordinator regarding strategic HR decision-making, recruitment processes, contractual decisions and terms of reference;
- Overseeing internal monitoring systems to track team and individual progress in outcome delivery;
- Managing staff performance and accountability systems, ensuring compliance with outputs and milestones;
- Supporting the Administration and Operations Coordinator in resolving HR issues, and ensuring that all staff comprehend and adhere to GDF’s policies and procedures;
- Supporting the coordination and facilitation of team meetings;
• Co-leading, with the Administration and Operations Coordinator, on the organisation of team-building exercises and team retreats.

Communications

• Ensuring that each project produces high quality, timely material and updates that can be used by the Communications Team in their work;
• Supporting the Communications Team as needed.

Our ideal candidate

• You resonate with and believe in our values, and are passionate about our purpose;
• You are a proactive, resourceful and dynamic initiative-taker;
• You have robust experience in managing complex international projects and programmes, throughout all aspects of the project management cycle;
• You have experience in - and enjoy - managing teams, including overseeing individual and team performance;
• You have proven experience in financial and strategic planning;
• You are skilled in building and maintaining relationships and partnerships with different types of people and organisations;
• You can easily switch between multiple tasks, which may demand different states of mind, and are able to multitask effectively;
• You are proficient at managing your own time and working efficiently under minimal supervision;
• You are confident and skilled in written and oral English;
• You actively enjoy and thrive when working remotely and you have robust and positive experience with remote work and with working independently;
• You are culturally sensitive and able to interact positively with people from different backgrounds and cultures from across the world.

Additional bonus points

• You have experience working in multicultural contexts and across time zones;
• You speak multiple languages, particularly French and Spanish;
• You are ideally located in the UK, although exceptional candidates who are not UK-based will be considered.

Expected education and experience

• Higher education degree in a topic relevant to GDF’s work (the remit is broad: anthropology/sociology, natural sciences, political sciences and international relations, etc);
• Minimum 3-5 years’ experience in a management role in the non-profit sector.

How to apply

Please send applications to lorenza@global-diversity.org.

To apply, please submit your CV and a cover letter outlining why you want to work for GDF, how your profile suits the role and how your values and interests are a good fit for GDF. Applications without a cover letter will not be considered.

The deadline to apply is August 10th, but we will interview promising candidates on a rolling basis. We reserve the right to close applications early should we find the right candidate before the deadline.