

Job description



Director of Programmes PD1808



Role Details

Reports to: CEO

Accountable for: Brooke funded programmes across affiliates, branches and partners

Location: Central London with regular overseas travel

Hours: Full time. 35 hours a week, 9am to 5 pm, Monday to Friday

Salary: Competitive

Contract type: Permanent

Closing date: Sunday 3 June 2018

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Dear Candidate

Many thanks for your interest in the role of Director of Programmes at Brooke. As a leading international animal welfare charity, we are now at an exciting point in our five-year Global Strategy and have been working hard to ensure that our international operating model across the world will be fit for purpose to deliver our new mission and ambitious goals for global impact and sustainable development. I joined Brooke in May 2009 and since this time we have increased our impact to improving the welfare of more than two million working horses, donkeys and mules a year. These animals are often the only source of income for the people in poor communities where we work. Not only do our charitable activities improve the lives of animals, they also contribute to improvements in the livelihood of owners and their families.

Over the past few years our gross income has grown to £21 million and our costs have become more tightly managed to ensure all our funds are effectively spent. We have made considerable progress with the internal development of Brooke, with a new theory of change to ensure we meet both external expectations and have a robust foundation for future growth. In addition to strengthening our policies and procedures, we have focused on putting people at the centre of our decision making processes, through increased staff empowerment and cross organisational team working.

This cultural shift is underpinned by our values. We want employees who have real energy to make a positive difference and in this Director role, you will inherently know how to galvanise people's enthusiasm so they do the best they can for Brooke. We are already making substantial progress with greater openness and increased internal accountability, but there is so much more that we can do to realise our potential. I am keen to ensure we have a more integrated and collaborative approach, with each team working closely with the rest of the organisation, sharing knowledge, learning and growing together.

Achieving this will endorse our culture of honesty and respect, where people are trusted to do their jobs. It is our aim to be more agile, flexible to respond to needs of the external environment as the organisation continues to grow and develop having a greater impact on both the animals and people we serve. I am looking for a high performing Director to join our SLT and take this team forward into the future. I do hope you are interested in progressing your application further.

Kind regards

Petra Ingram

Chief Executive

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Our vision and mission

Our vision is of a world in which working horses, donkeys and mules are free from suffering.

Our mission is to transform the lives of vulnerable working horses, donkeys and mules around the world. We relieve their immediate suffering and create lasting change by working with people, communities and organisations.

About Brooke

Brooke is an international animal welfare charity working to improve the lives of working horses, donkeys, mules and the people who depend on them.

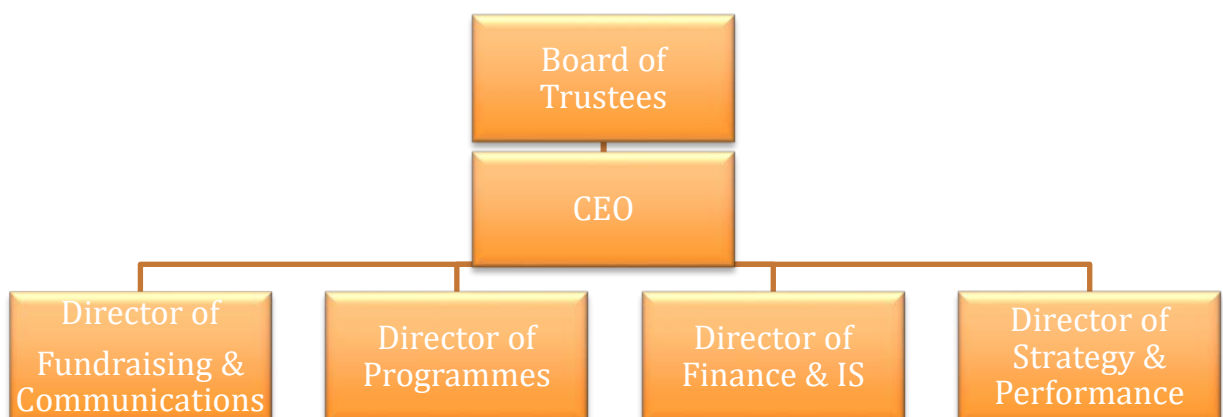
We reach over 2 million working animals across Africa, Asia, Latin America and the Middle East. Our staff include vets, animal welfare experts and advocacy and development specialists.

Our aim is to equip local people with the knowledge and skills to give their horse, donkey or mule a better life.

Our values

We are proud to be Brooke. We are resourceful, share new ideas and help each other succeed. Together we make change happen.

Department structure and position of the role



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Purpose of Role

The Director of Programmes is a member of Brooke's Senior Leadership Team (SLT) which has been entrusted by the Board of Trustees to deliver the organisation's charitable objectives in compliance with regulation. The team, led by the CEO, sets the strategic direction and plans for the organisation, oversees delivery and ensures compliance while responding to internal and external events affecting Brooke. The SLT team support each other to deliver effective work, generate income and hold one another accountable for Brooke's success.

Managing a portfolio of around £12m with teams in UK and overseas, this post will be specifically accountable for the delivery of our charitable objectives improving the welfare of vulnerable working equines in line with our global strategy and in accordance with our plans and budgets. This post will define clear quality standards established by our brand and ensure compliance is achieved.

The post holder is a strategic and effective leader with excellent knowledge of the development sector. S/he will have demonstrable experience leading diverse and high performing teams across international settings to deliver results. S/he will be a representative and ambassador for Brooke's brand and values.

Key responsibilities in delivery of impact:

1. A high performing international team delivering excellent work to improve working equine welfare in line with Brooke's theory of change, brand and values as part of the organisation wide plan
2. Programme work including advocacy, public affairs and grant giving is both effective and innovative, leading the sector with quality interventions which enable impact and influence
3. Positive impact of Brooke's work is clearly communicated internally and externally to build strong relationships and grow income

Areas of work specific to these responsibilities include:

High performing team

- Living Brooke's five leadership traits: encourage the heart, challenge the process, model the way, inspire a shared vision, enable others to act
- Provide leadership and mentoring to individuals and teams made up of programming and technical experts achieving coherence, cost-effectiveness and clarity of deliverable work plans
- Provide leadership for the active promotion of Brooke's values, vision and mission by all staff across all countries of Brooke work

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- Develop and maintain an agile and flexible team that learns from reflection and shares success
- Ensure the complex relationships between all areas including the overseas operations, are truly collaborating and communicating effectively
- Manage performance and structure to ensure efficient and effective team work
- Support team development with appropriate mentoring, coaching and succession planning
- Lead on the management of security risks and staff safety, ensuring appropriate operating procedures are in place at all levels
- Represent the team and its work as part of SLT and across the whole organisation

Innovative and excellent programme work

Strategy Development

- Ensure programme decision making is informed by knowledge of socio-economic and political changes in the environment, combined with experience of international development sector trends

Programme delivery

- Lead an effective and strategic portfolio of programme work with the Brooke organisation aligned with the Theory of Change, approved and understood by the Board of Trustees
- Ensure programme design is informed and guided by excellent technical knowledge, learning and exchange through practice, supported by evidence of impact
- Oversee the relevant collection of data to support Brooke's MEAL framework and ensure results are incorporated into decision making to enable sustainable solutions to equine welfare problems
- Develop solutions to address challenging and intractable welfare problems faced by working equine animals, capturing learning from failures and ensuring successful practices are widely shared
- Coordinate strategic research to inform programme decision making
- Lead delivery of all agreed programme work through Brooke's branches, affiliate organisations and grantee partnerships, to deliver value for money and with compliance to global policies and mandatory procedures
- Manage strategic partnerships and related grants to Brooke for increasing reach and impact
- Leadership of international advocacy and public affairs to bring about changes to policy, standards and legislation to improve working equine welfare within the wider livestock sector

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Support to fundraising and communication

- Working closely with the Fundraising & Communications Director, identify funding opportunities within programme work and provide input to proposals as required
- Ensure funding requirements are met across all Brooke programmes with a particular focus on the needs of donors who provide restricted income
- Maintain support to fundraising teams with evidence of programme work and team involvement

Stakeholder management

- Working closely with other directors and their teams, ensure regular, clear and effective information is generated and shared internally across the team, between SLT teams and with Trustees to improve understanding and knowledge of Brooke's work
- Strong networking with external stakeholders to generate partnership, funding and advocacy impact which furthers Brooke's work for the benefit of both programmatic delivery and new funding opportunities
- Act as a representative of Brooke in strategic meetings, conferences, forums and other public events and contribute towards raising awareness of Brooke's work across the world

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Person specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.

Knowledge, experience and skills		Essential	Desirable
1	Demonstrable strategic and operational leadership experience at a senior level in a complex international organisation.	✓	
2	Comfortable leading in a complex and at times ambiguous environment with the ability to flex style and approach	✓	
3	Strategic vision and critical thinking skills, combined with experience of developing and implementing successful business strategy and policies in order to achieve organisational goals.	✓	
4	Proven ability and experience in achieving quality results and making tangible impact at an international level or within equivalent large-scale operations/programmes.	✓	
5	Significant experience of working in the development sector with a deep understanding of programme management, capacity building, governance and regulatory framework.	✓	
6	The ability to provide thought leadership and a solid understanding of long term development work as well as the role of advocacy and campaigns.	✓	
7	Proven ability to build effective relationships based on mutual trust and respect both across an organisation and in partnership externally in pursuit of organisational goals and mission and to negotiate and constructively challenge for the attainment of best practice.	✓	
8	Experience of assessing, managing and taking sensible organisational risks.	✓	
9	Experience of working with a board of charity trustees.	✓	
10	Educated to degree level or equivalent.	✓	

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11	Experience of international animal-welfare work and of emergency preparedness and response would be highly desirable but not essential.	✓	
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Personal qualities and values

- A natural team player across all levels of Brooke who is motivated to create greater team synergy by working collaboratively with others
- Innovation, creativity and an entrepreneurial flair to work well with others to facilitate organisational learning and change.
- Proven ability to inspire, motivate and empower colleagues through effective consultation and constructive feedback.
- An innovative thought leader with an interest in, and understanding of, the needs of the Brooke's development programmes.
- Exceptional communication, interpersonal and organisational skills and a desire to create relationships built on trust and respect
- Ability to rapidly build credibility with and to inspire and motivate a wide range of stakeholders including other NGO leaders and key partner bodies.
- High degree of cultural sensitivity, emotional intelligence and experience working within a multicultural environment.
- High energy, resilience and courage, a flexible personal style.
- Wisdom, perception and sense of good judgement.
- Real commitment to animal welfare and to the vision and mission of the Brooke.
- Educated to degree level or equivalent.
- Willingness and interest to travel extensively.

General

- Follow the Brooke's equal opportunities statement which aims to clarify the value we place on diversity and steps we take to promote equality of opportunity for all.
- Perform such additional tasks as may reasonably be requested from time to time by the Line Manager.
- Adhere at all times to Brooke's policies and procedures

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Our Competency Framework

Brooke's competency framework translates Brooke vision, mission and values into easily identifiable behaviours that all staff are expected to demonstrate at all times.

Competency	What it means
Self-Management	Taking responsibility for own actions, behaviours and outcomes
Learning	Taking responsibility for own learning and fostering growth and development in others
Relationship Building	Creating and maintaining harmonious and constructive working relationships with others internally and/or externally
Planning and Organising	Ensuring that time and resources are utilised to best effect for the achievement of the Brooke's goals and our mission and that others are committed to agreed courses of action
Effective Decision Making	Making clear, informed and timely decisions that lead to effective outcomes in line with the Brooke's mission
Change and Improvement	Seeking out and developing new ideas and approaches, responding positively and constructively to change and fostering a culture of continuous improvement
Collaboration and Cooperation	Working respectfully, effectively and collaboratively with others in your team, across the organisation and externally to deliver effective outcomes
Communication & Influence	Communicating clearly, concisely and compellingly in a manner that is appropriate to the audience. Engaging respectfully with others both internally and/or externally to persuade them to adopt courses of action that are in the best interests of the organisation and the animals
<p>Employee Benefits:</p> <p>Brooke has a competitive benefits package. To find out more, please visit: https://www.thebrooke.org/about-brooke/jobs/employee-benefits</p>	