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**SENIOR PROGRAMME OFFICER**

**Job Description, Person Specification and Terms of Service**

**About TB Alert**

*TB Alert* is the only specialist British charity working both in the UK and internationally to fight tuberculosis. Our mission is to work towards the control and ultimate eradication of TB by increasing access to effective treatment for all. We do this by:

* providing information, guidance and support to individuals, communities and health and care services, so that people with TB access healthcare and receive a prompt and accurate diagnosis
* partnering health and care services to ensure people with TB receive the clinical and psychosocial support necessary for successful treatment
* building TB capacity among civil society, and strengthening collaboration between health and care services and civil society.

TB is the world’s leading infectious diseases killer. Its link to the HIV pandemic and the threat of drug-resistant strains add to the urgent need for effective TB programmes.

*TB Alert* delivers projects in India and southern Africa funded by agencies including DfID, Comic Relief and Big Lottery Fund. These focus on:

* mobilising communities and building the capacity of local NGOs, communities and patient activists to raise awareness of TB and TB/HIV
* increasing access to and uptake of TB testing and treatment services, in collaboration with national TB programmes
* working with national TB programmes to improve the quality of TB services and support patients to achieve a successful cure.

Alongside this work, *TB Alert* in growing its technical advice and support role to help non-governmental and institutional clients integrate TB activities into their organisations and deliver successful TB programmes. This advice and support includes programme development, staff training, technical support visits, information education and communication (IEC) resource development, and M&E systems development.

**Job purpose**

To contribute to the development, delivery, management and monitoring of *TB* Alert's projects and technical advisory programmes.

**Main duties**

* be the primary point of contact for project partner NGO and donors, undertaking day-to-day project cycle management including support to project surveys, evaluations and audits
* review programmatic and financial reports from project partners, and work with partners to finalise reports for submission to donors
* undertake overseas visits for monitoring and evaluation, technical advice and support, organisational due diligence and project development, and other relevant aspects of the department's development and delivery work; these will typically be five to seven times a year, each for up to two weeks
* work alongside the International Programme Director in developing new projects and technical advisory activities, taking the lead role where appropriate
* work with the International Programme Director and finance department to ensure compliance with all donor contractual requirements
* ensure the visibility of *TB* Alert's international programmes by supporting the Communications Manager to update *TB* Alert's website, contribute to publications, produce project write ups, and develop programme case study and photo libraries
* be responsible for maintaining recording and filing systems for all projects
* task and supervise the Finance and Administration Officer to support the international programme
* undertake any other reasonable duties requested.

**Person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications/ education/ knowledge** | Relevant graduate qualification and/or equivalent experience  Understanding of development issues and cultural, socio-economic and political realities of India and/or sub-Saharan Africa | Post-graduate qualification in Public Health, International Development or another relevant subject  Understanding of health issues in India and/or sub-Saharan Africa |
| **Demonstrated experience** | Working in a health/development NGO  Working in partnership with local NGOs in developing countries  Management of statutory and/or institutionally funded projects, including financial reporting and budget development  Familiarity with donor grant requirements, especially DfID, Comic Relief and Big Lottery Fund  Undertaking monitoring and evaluation (M&E) visits  Providing training or other relevant forms of direct technical support, preferably on health related issues | Relevant work experience within India, sub-Saharan Africa or another developing country  Building partnerships with NGOs, community groups, research institutes, donors, government officials and other stakeholders  Developing funding proposals for a variety of donors  Experience in TB and/or HIV/AIDS programmes |
| **Abilities and skills** | Ability to communicate fluently in English with strong written and verbal communication  Highly organised with close attention to detail  Problem solving attitude and skills  Excellent working knowledge of MS Word and Excel |  |
| **Personal qualities** | Strong commitment to health and development issues  Eligibility to live and work in UK |  |

**Terms of service**

**Reporting to:**

International Programme Director

**Salary and benefits:**

Salary: £30,738 pa

Optional contributory pension scheme: *TB Alert* contribution 6%; employee contribution 5%

Annual Leave:25 days plus bank holidays

**Place of work:**

*TB Alert*’s head office in Brighton

**Equal opportunities:**

We are working towards being an equal opportunities employer and welcome applicants from all sections of society.

**Application process:**

Please return application form to [recruitment@tbalert.org](mailto:recruitment@tbalert.org) by 12 November 2017

Interviews will held in Brighton on Tuesday 21 or Wednesday 22 November

You will be informed by 14 November if you are invited to an interview

