



## Job Description: India Programme Manager, Find Your Feet

**REPORTS TO:** Head of Programmes (based in the UK).

**LINE MANAGEMENT RESPONSIBILITIES:** The post holder does not line manage any staff, but may oversee the work of volunteers and interns.

**KEY RELATIONSHIPS:** Reporting to the Head of Programmes, working closely with Find Your Feet's India Consultant, UK Fundraising and Communications team and UK Finance Team, as well as implementing partner organisations.

**LOCATION:** Lucknow or Delhi (to be agreed). The job will involve periodic local and international travel.

**BACKGROUND:** Founded in 1960, Find Your Feet is a UK-based international development charity dedicated to working with poor, rural communities to create lasting solutions to poverty. We work with marginalised families living in South Asia and Southern Africa, building on their own skills and knowledge to develop sustainable solutions to poverty. We do this by supporting people to improve their harvests, set up small businesses, access services like clean water, healthcare and education, and participate in decision-making that affects their lives. Find Your Feet has a small team of staff in the UK. It is not an implementing agency but works through carefully identified local partner organisations who share our vision and values and who work directly with the rural poor. More information about Find Your Feet can be found on our website: [www.fyf.org.uk](http://www.fyf.org.uk).

We are currently looking for an experienced India Programme Manager who will be responsible for developing and overseeing Find Your Feet's India strategy, which will contribute to the achievement of the organisation's overall strategic objectives. The post is for one year, on a full time basis (although part-time may also be possible), with the possibility of extension.

**PURPOSE:** The India Programme Manager will be responsible for the following:

- Contributing to the strategic development of Find Your Feet's work in India.
- Ensuring the successful management and delivery of Find Your Feet's India programme, including participatory monitoring and learning, donor compliance, financial management, and partner capacity building.
- Overseeing the development of new areas of work and engagement.
- Ensuring that evidence and learning from projects is used to improve project design and delivery, and to inform and influence external decision-makers and relevant audiences.
- Contributing to other areas of Find Your Feet's work as required.

### **ROLES AND RESPONSIBILITIES:**

#### ***Strategic development and planning (5%)***

- Support the development and implementation of an India Programme strategy and corresponding annual operational plan(s).
- Contribute to the development of a consistent pipeline of quality projects in India to enable Find Your Feet to achieve its strategic goal.

- Ensure that all projects fall within the framework of Find Your Feet’s overall strategic plan and that cross-cutting themes such as gender are effectively integrated into all projects.

### ***Programme management and organisational learning (70%)***

- Manage a portfolio of India projects, in line with good management practice and Find Your Feet’s organisational procedures and core values.
- Provide technical and capacity building support to partner organisations to deliver projects effectively and adhere to organisational procedures and donor requirements, including ensuring the timely submission of narrative and financial project reports.
- Facilitate and contribute to the systematic monitoring and evaluation of Find Your Feet’s work, including conducting monitoring visits as required.
- Contribute to research initiatives on areas of relevance to Find Your Feet’s work, including conducting or commissioning research and publications.
- Capture learning and evidence from project implementation to contribute to wider Find Your Feet programme learning (and policy advocacy as required).
- Develop and manage programme information systems in the India office and ensure that programme information is shared with internal stakeholders as agreed.
- Develop, implement and review programme systems and procedures, including those relating to planning, monitoring, evaluation and learning, and financial management (see below).

### ***Financial management (10%)***

- Contribute to the development and monitoring of annual organisational budgets and oversee the development of project budgets.
- Work with partner organisations to ensure adherence to Find Your Feet financial policies and procedures, including working within approved budgets to deliver on agreed objectives.
- Ensure timely and accurate financial reporting from partner organisations, including reviewing quarterly financial reports.
- Contribute to annual organisational audits and oversee and commission project audits as required.

### ***Fundraising and business development (15%)***

- Identify potential new partner organisations and undertake due diligence assessments.
- Identify and pursue in-country funding opportunities, in discussion with the Head of Programmes.
- Contribute to project funding proposals as required, including sourcing information from partners, and developing comprehensive budgets.
- Identify and create new partnerships, in order to leverage additional knowledge, skills or funding through collaborative working and fundraising.

### ***Other duties***

- Perform administrative duties as required, e.g. ensuring compliance with liaison office regulations, including timely submission of reports to the Reserve Bank of India.
- Visit the UK to attend strategic or fundraising events as required.
- Represent Find Your Feet at external fora and accompany donor visits.
- Support the UK Fundraising and Communications Team as required, e.g. by providing project information for external communications and fundraising campaigns (e.g. Curry for Change).
- Undertake other duties as are reasonably required by the Head of Programmes.

## Person Specification

### Qualifications and experience

- Educated to degree level in a relevant field.
- At least five year's professional experience in a similar role.
- Experience of working with local partner organisations.

### Knowledge and skills

- Fluency in written and spoken English and Hindi and ability to develop well-written project proposals and reports.
- Understanding of sustainable livelihoods issues, preferably within the context of South Asia.
- Excellent numeracy skills and ability to demonstrate integrity and attention to detail in budgeting and financial management.
- Good organisational skills, self-administration and ability to prioritise and execute key tasks amongst a range of competing demands.
- Familiarity with all MS Office applications, email and the internet.
- Cross cultural sensitivity, good interpersonal skills and the ability to work independently and as part of a team.

### Qualities

- Strong commitment to the mission and values of Find Your Feet.
- Self-starter with high levels of motivation and enthusiasm.
- Flexible and helpful.
- High level of autonomy and initiative.
- Willingness to travel to rural areas as required.

## Terms and Conditions

**Contract:** One year full-time, with the possibility of extension. Part-time may be possible for the right candidate.

**Salary range:** 1,100,000 to 1,500,000 INR per year gross salary including benefits, depending on experience.

**Location:** Lucknow or Delhi (to be agreed).

*Find Your Feet is an Equal Opportunities Employer*