

Participation and the Practice of Rights (PPR)

Job Description

Job Title: Assistant Director - Programmes

NJC Scale: PO3 (£33,437 - £36,376)

Responsible to: Director

Introduction: Participation and the Practice of Rights (PPR) is an organisation committed to realising equality and human rights. Supporting groups directly affected by socio-economic deprivation to campaign for change, PPR's participatory Human Rights Based Approach uses a combination of community organising, research, legal and policy work and campaigning

Job Purpose: The Assistant Director - Programmes will take primary day to day responsibility for the management and delivery of operational plans including campaigns, organising, policy and research. S/he will be an active participant in the senior management team, deputise for the Director in relevant areas of responsibility and provide cohesive direction and guidance to staff on the application of PPR's participatory Human Rights Based Approach.

Main Duties and Responsibilities:

1. Operational Management

- Under leadership of the Director, coordinate the overall implementation of the PPR's Human Rights Based Approach across all work programmes.
- Manage and provide operational support and guidance to development and policy staff within the organisation.
- Assist the Director with ongoing strategic and operational planning processes.
- Develop and agree operational plans with development and policy staff in the organisation and oversee the implementation of plans ensuring delivery of objectives.
- Report regularly to the Director and, as requested, the Management Committee on progress in implementation of agreed plans.
- Ensure that PPR's philosophy and value base is consistently applied across the day to day work of the organisation.

2. Delivery of PPR's Work

- Engage with the delivery of operational activities and, as required, provide direct support to marginalised groups campaigning to bring about change in socio-economic issues which affect their lives.
- Oversee the development and implementation of campaign strategies to ensure those most affected can participate in holding duty bearers to account.
- Coordinate, and deliver when necessary, high quality policy and research to PPR's groups on the practice of rights at national, regional, and international levels.
- Oversee, coordinate and deliver PPR's education and capacity building initiatives.

3. Staff Performance and Development

- Manage the operational staff team and provide for staff development and learning.
- Provide guidance, advice and support to staff and assist them to navigate complex issues.
- Regularly monitor and review performance of directly managed staff, carry out appraisal reviews and provide performance feedback and direction when necessary.
- Foster good communications throughout the staff team and work programmes for which s/he is responsible.

4. Fundraising and Communications

- As part of SMT, support the Director in identifying and placing submissions for future funding opportunities.
- Work closely with SMT colleagues to identify and develop future opportunities for growth in accordance with the overall strategic plan.
- Assist the Director with the development and implementation of PPR's overall communications strategy so that it is aligned with key campaign messages and strategies.

5. Miscellaneous

- Deputise for the Director in all relevant areas of responsibility.
- Represent PPR externally as necessary.
- Any other tasks deemed necessary by the Director in fulfillment of the objectives of the organisation.

Holidays

The post holder will be entitled to 30 days of holiday per year in addition to statutory holidays.

Working hours

The post holder will be expected to work a 35 hour week with occasional evening and weekend work.

Duration

This position is funded by an external funder, it is anticipated that funding will be available for this post until March 2022, with the possibility of an extension should further funding be secured.

Pension

PPR will contribute an 8% employer's contribution to PPR's work based pension scheme (or a pension scheme of choice if the post holder chooses to opt out of the work based scheme)