



Cherie Blair
**FOUNDATION
FOR WOMEN**

Women's economic equality is one of the biggest opportunities of our time. Empowering women is key to driving social change. Working at the Foundation is a chance to be part of that change.

About the Foundation

At the Cherie Blair Foundation for Women we help release the potential of women entrepreneurs, so they can redefine the future. Founded in 2008, the Foundation has supported over 175,000 women entrepreneurs in low and middle-income countries to transform their businesses and lives. In partnership with local organisations in over 100 countries, we deliver training, facilitate mentoring and share knowledge to help women start, sustain and grow their businesses. With our support, women reclaim the rights and freedoms they are too often denied. As a result, businesses flourish. Communities prosper. Attitudes shift. Economies grow. And women move the world in a whole new direction.

Our mission is to empower women to start, grow and sustain successful businesses, so they can redefine the future for themselves and their societies.

Ways to get in touch

Cherie Blair Foundation for Women, PO Box 60519, London, W2 7JU
+44 (0)20 7724 3109
recruitment@cherieblairfoundation.org
www.cherieblairfoundation.org

Registered Charity No. 1125751

Programme Manager – Entrepreneurship

Responsible to: Head of Entrepreneurship

Location: London

Salary: £31,644 - £36,918, depending on experience

Term: Permanent, Full-time

Team purpose:

To lead the development and delivery of high impact programmes for women entrepreneurs in low and middle income countries with partners.

Job purpose:

To manage the delivery of entrepreneurship projects delivered through partners in low and middle income countries. Includes potential to lead on both inclusion and enterprise development programmes.

You will work proactively with colleagues in the Programme department and beyond to promote the sharing and integration of programmatic activities as well as effective use of staff capacity, promotion of shared accountability, effective management, and production of high-quality work.

Key responsibilities

Programme delivery

- Manage the delivery of entrepreneurship programmes in line with the Foundation's strategy and policies
- Ensure programme delivery is on track against workplans and budgets and escalate any concerns about delivery to the Head of Entrepreneurship as appropriate
- Provide oversight to the delivery of programme activities by partner organisations, ensuring that partners have sound plans and budgets in place to deliver effectively
- Manage contractor/consultant relationships (e.g. setting terms of reference, selecting vendors, managing performance) relevant to the projects.
- Identify issues that need to be resolved during projects and escalate them for resolution.
- Provide internal project status reports and updates to the Head of Entrepreneurship and other staff as relevant.
- Identify risks likely to impact on programme delivery and ensure appropriate mitigations are in place
- Produce timely and accurate reporting to donors
- Task manage the Programme Officer where appropriate to provide support to programme delivery

Budget management and financial reporting:

- Provide oversight to programme budgets and ensure sound processes in place for tracking and reporting on expenditure, supported by the Director of Finance and Corporate Services and the Finance and Corporate Services Manager
- Highlight any variances in expenditure to the Head of Entrepreneurship and agree corrective actions as necessary
- Review partner financial reports and provide feedback, ensuring that partners are maintaining adequate financial oversight of their projects
- Ensure partners are aware of donor conditions and that all donor conditions regarding procurement, expenditure and financial reporting are passed on to partners via their agreements
- Ensure payments and invoices for projects are processed on a timely basis
- Work with the Director of Corporate Services to produce donor financial reports

Monitoring, Evaluation and Learning:

- Ensure projects have monitoring, evaluation and learning (MEL) frameworks in place and the resources required to deliver key MEL outputs such as baseline reports and evaluations
- With support from the Senior Monitoring, Evaluation and Learning Manager, provide support to partners as needed to carry out MEL activities
- Manage external consultants or other organisations contracted to deliver specific MEL outputs for individual projects
- Ensure that learning from programmes is shared with others in the Entrepreneurship team and wider Foundation to support future programme developments and adaptation

Proposal development:

- Contribute to the development of new proposals in coordination with the Partnerships department
- Work with partner organisations where appropriate to develop new projects and proposals
- Contribute to shaping new approaches within entrepreneurship programming, using experience from existing projects
- As directed by the Head of Entrepreneurship, contribute to concept notes and proposals for donors, ensuring these reflect solid programme design principles
- Ensure new projects reflect MEL and lessons learned from previous and existing work

Other Responsibilities:

- Work to protect and enhance the reputation of the Foundation, seeking opportunities to expand and promote awareness of the Foundation's work

- Ensuring all people are treated with respect, compassion, justice and trust in the course of their work, thereby promoting the Foundation's core values
- Be familiar with and adhere to the Foundation's policies and procedures
- Other responsibilities may be added in line with experience and programme requirements

Person specification

Essential criteria:

- At least two years' programme management experience and an interest in women's economic empowerment
- Strong project management skills and experience working with project management tools (workplans, budgets etc)
- Proven experience of developing and managing budgets with a good level of financial literacy and a sound understanding of basic financial processes
- Good skills in programme design and proposal development and preparing documents for donor audiences
- Working knowledge of monitoring, evaluation and learning processes and the ability to apply these as a programme / project manager
- Proven experience in building effective relationships with a wide range of stakeholders
- Ability to manage multiple diverse projects and prioritise workload.
- Good understanding of the issues around gender and development
- Excellent team-working and cross-team working skills
- Excellent written and verbal communication skills
- Flexibility to undertake overseas travel

Desirable criteria:

- Good understanding of issues related to women's economic empowerment
- Experience living and working in a low and/or middle income country or interest in

Application

Candidates who wish to apply are requested to submit the following documents:

- Covering letter addressing relevant experience for the role (two A4 pages max)
- Current CV – no more than two pages

Please send your application to: recruitment@cherieblairfoundation.org

We value diversity and welcome applications from people from all sections of the community, regardless of age, race, gender, colour, sexual orientation, disability, religion or belief. All applicants should already have the right to work in the UK.

Job applicant privacy notice

Data controller:

The Cherie Blair Foundation for Women, PO Box 60519, London W2 7JU

As part of any recruitment process, the Cherie Blair Foundation for Women (the Foundation) collects and processes personal data relating to job applicants. The Foundation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Foundation collect?

The Foundation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Foundation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Foundation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Foundation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Foundation process personal data?

The Foundation needs to process data to assess your application during the recruitment process and prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is a legal requirement to check a successful applicant's eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job

applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond to and defend against legal claims.

Where the Foundation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Foundation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Foundation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Foundation is obliged to seek information about criminal convictions and offences. Where the Foundation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Foundation will not use your data for any purpose other than for recruitment of the job for which you have applied.

How does the Foundation protect data?

The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, if a requirement of the role, with the Disclosure and Barring Service to obtain necessary criminal records checks. The Foundation will not transfer your data outside the European Economic Area.

For how long does the Foundation keep data?

If your application for employment is unsuccessful, the Foundation will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period electronic data is deleted and paper copies destroyed by secure shredding.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Foundation to change incorrect or incomplete data;
- require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing or you withdraw your application for employment;
- object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing; and
- ask the Foundation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Foundation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact enquiries@cherieblairfoundation.org stating 'SUBJECT ACCESS REQUEST' or telephone the PA to the CEO on 0207 724 3109.

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based on automated decision-making.

