



## **Job Description & Person Specification**

<b>Job Title:</b>	<b>Assistant Director – Programmes</b>
<b>NJC Scale:</b>	PO3, starting salary £38,296 plus 8% pension
<b>Hours:</b>	Full time (35 hours per week)
<b>Duration:</b>	Permanent subject to funding
<b>Responsible to:</b>	Director

**Job Purpose:** The Assistant Director - Programmes will take primary day to day responsibility for the development of campaign strategy, the management of PPR's organising team and delivery of operational campaigns.

This is a fast paced and rewarding role with a focus on supporting both the strategic thinking and operational delivery of social justice campaigns. The postholder will be a critical support to PPR's organising team and will need to be able to draw on wide ranging experience to support the complexity of the organisers' work with directly impacted people and families.

### **Main Duties and Responsibilities:**

#### **1. Strategic and Operational Management**

- Under leadership of the Director, the Assistant Director will provide strategic and operational support to campaigns and guidance to the organising team within the organisation, including by developing and agreeing operational plans for each campaign and overseeing the implementation of plans, ensuring the delivery of campaign objectives.
- As part of the Senior Management Team, the post holder will assist the Director with ongoing organisational strategic and operational planning processes. These will include assessing, evaluating and implementing strategic decisions on a range of issues including staffing, governance, funding and organisational development, including collective care.
- Report regularly to the Director and, as requested, the Management Committee on progress in implementation of agreed plans.
- As part of Senior Management Team, support funders and potential funders to understand PPR's work, values and approach.
- Assist the Director with the development and implementation of PPR's communications strategy, ensuring it is aligned with key campaign messages and strategies.

- The post holder has a key role in ensuring 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**

- Oversee the development and implementation of campaign strategies to ensure those most affected can participate in holding duty bearers to account.
- 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 and to hold duty bearers to account.
- In conjunction with the Director, identify requirements for high quality policy and research to support PPR's groups on the practice of rights at national, regional, and international levels.
- Support the organising team to manage human rights based complaints in housing, asylum and other economic and social rights areas, including by constantly reviewing the effectiveness of existing procedures.

## **3. Staff Performance and Development**

- In conjunction with the Director and Assistant Director: Operations, provide guidance, advice and support to staff and assist them to navigate complex issues.
- Day to day line management of PPR's organising and communications staff; 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 the postholder is responsible.
- Support the organisational conversation about implementing collective care approaches in social justice contexts

## **4. Miscellaneous**

- Deputise for the Director in 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.

### **Benefits:**

- Flexible working options including hybrid working
- 30 days annual leave plus statutory holidays
- 8% employer pension contribution
- Cycle to work scheme (after probation period)
- Counselling provision for staff

**Assistant Director – Programmes**  
**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	A degree or equivalent qualification or 5 years relevant experience	
<b>Experience</b>		
<b>A minimum of three years experience of:</b>		
	A management role within a fast-paced team working environment	Implementation of an organisational communications strategy linked to campaigns
	Implementation of a strategic plan at middle management level and development and delivery of operational plans	Designing and delivering training and developmental programmes
	Effective management of a staff team, monitoring performance and mentoring individuals	
	A campaigning or social justice role at middle management level	
	Developing and implementing strategies for campaigns led by directly impacted people	
	The application of international and domestic human rights and equality instruments, tools and information sources	

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge/Skills/Attributes</b>		
	Effective leadership qualities with the ability to manage and motivate a team	Knowledge of the voluntary and community sector in Northern Ireland
	A natural empathy for others and ability to work with a diverse range of individuals and groups	
	Excellent communication skills (written, oral)	
	Excellent organisational skills and ability to meet deadlines	
<b>Commitment</b>		
	Commitment to the mission, aims and values of PPR and a proven ability to work in a non-partisan way with all sections of society	
	Willingness to work flexibly and travel locally and internationally as required	