



multiple sclerosis
international federation

JOB ANNOUNCEMENT

Director of Programmes

Job Title:	Director of Programmes
Work Base:	MSIF, Skyline House, 200 Union Street, London SE1 0LX, UK
Hours:	Full time or four days per week
Working Relationships:	Responsible to and working closely with the Chief Executive; close working relationships with Fundraising Manager and Head of Resources.
Reports:	Head of Capacity Building team; Head of Research team; Communications Manager; Campaigns Manager;
Job Purpose	Provide overall leadership to and ensure the smooth running of MSIF's Research, Capacity Building, Advocacy, Information and Communication programmes; coordinate the yearly planning of MSIF's activities in line with the aims and objectives as established in the Strategic Plan; develop monitoring processes at all levels and support the CEO in strategic planning. Deputise in the absence of the CEO.
Salary:	Circa £50,000 dependent upon experience

About the Multiple Sclerosis International Federation

The Multiple Sclerosis International Federation (MSIF) www.msif.org was established in 1967 and is the world's only global network of MS organisations. Together we lead the fight against MS and strive to improve the quality of life of people affected by MS wherever they live. Our vision is quite simply a world without MS.

We bring together the work of 83 MS organisations to deliver programmes to help people affected by MS around the world. Our members campaign for better practices and policies, build partnerships with communities, civil society, governments and the private sector, provide information and support to people affected by MS, and raise funds for research to discover better treatments and ways to manage MS, understand the disease and ultimately find a cure.

Over the next 5 years **capacity building** for MS organisations, particularly in emerging countries, will be one of MSIF's two top priorities. Having piloted different



approaches in our regional strategy for the Middle East we now need to build our expertise in this area and step up our efforts. We are embarking on further programmes in Asia – in particular in China -, and in Latin America.

The other priority will be **global cooperation in research**, where staff expansion is already taking place.

MSIF's **campaigning and communication** work will continue to be important in their own right, particularly to expand World MS Day and our digital and social media presence. However, we will aim to gear these activities as much as possible to support the priority areas of capacity building and research.

The role of the Director of Programmes at MSIF

As Director of Programmes you will play the key role in implementing the course for this new journey, mustering and combining the energies of MSIF's close staff team and its member organisations. You will have the skills, experience and drive to lead the operational staff in the MSIF Secretariat and ensure the planning and implementation of the programmes.

With a background in an organisation operating in the international arena, possibly related to capacity building and nurturing indigenous organisations, ideally but not necessarily in a health context, you will understand the importance of global networking and the challenges of international cooperation between organisations across the world. You will feel equally at home in a role guiding medical and social-economic research and capacity building or campaigning and communication.

A true team builder and excellent organiser, you will support and work in close partnership with the CEO who drives the overall strategy and is the external face of the organisation.

Principal Tasks and Responsibilities:

Planning & progress monitoring

- Develop yearly MSIF activity plans and ensure relevant (annual or multi-year) projects plans, aligned with the organisations overall Strategic Plan. Develop and implement appropriate systems for setting and measuring standards, and processes for monitoring and feedback. Support team leaders and programme staff in implementing in a timely fashion annual activity plans and relevant project plans. Ensure the identification of outcome and impact measures and means to identify their achievement.

Lead and Manage Programmes

- Provide overall leadership for the Research, Capacity Building, Advocacy, Information and Communication programmes, in line with MSIF's mission and Strategic Plan.
- Propose annual and/or multi-annual plans and budgets for the programmes and manage and control expenditure within agreed budgets.
- Ensure monitoring and evaluation for each funded project in accordance with individual grants offers requirements.
- Ensure the programmes' engagement and consultation with membership organisations and working groups in the design and implementation of activities.
- Effectively manage and develop direct-report staff in accordance with MSIF management philosophy and ensure fair and consistent implementation of human resource policies.
- Ensure all direct-report staff receive regular supervision, mentoring and bi-annual appraisal.
- Take the lead in recruitment procedures for staff in the programmes, in cooperation with the CEO.
- Work closely with the Fundraising Manager to ensure support for the fundraising process in relation to projects and activities in the programmes.
- In close partnership with the CEO and the Head of International Research, maintain liaison with the Chair of the International Medical and Scientific Board.

Other Duties

- Support the CEO in strategic planning, governance, board relations, membership relations and general external representation.
- Attend and support MSIF's Board Meetings, conferences and similar activities
- Undertake any other reasonable activities at the request of the CEO.

MSIF is a small office with 5 full time and 5 part time members of staff from 5 nationalities. Staff members are expected to work together and support each other in their respective endeavours. All staff is self-servicing.

Person Specification

We are looking a strong team player with excellent leadership and management skills that can both provide practical support and direction to the team whilst bring a clear vision and strategic direction to the role. The ideal candidate will have an international perspective and experience and used to providing mentoring, support and coaching to help build the overall capacity of an organisation.

Essential criteria

- Three to five years experience in a senior management position
- At least three years experience in an international work environment, preferably related to development aid, institutional or NGO capacity building

- Strong skills in developing and building support for strategies
- Experience of coordinating international programmes.
- Demonstrated understanding of the importance and challenges of international networking and collaboration in a federal structure.
- Demonstrated experience of excellent staff management and team building; creating a working environment that attracted, retained and motivated high quality staff and enabled them to thrive.
- Experience of policy development, research and evaluation.
- Demonstrated high level of overall planning and project management skills.
- Experience of preparing and managing six figure budgets.
- Excellent written and verbal communication skills in English
- Excellent public speaking and presentation skills
- Knowledge of IT and familiar with digital and social media
- Flexible and cooperative team player
- Demonstrated international outlook and ability to interact with people from different backgrounds and cultures
- Genuine commitment to the work of MSIF and a willingness and desire to help MSIF fulfil its mission
- Willingness and ability to travel internationally

Desirable criteria

- Educated to degree level in a relevant field
- Management qualifications
- A second language
- Experience in capacity building is highly desirable
- Experience in research, international advocacy / lobbying or awareness and public information provision.

Application procedure

To apply for the post, please send a letter of application stating the skills and approach that you would bring to the post, and your suitability for this role, along with your CV/resume (no photos) in English in strict confidence BY EMAIL ONLY to Isabel Leal at Daryl Upsall Consulting International at: rrhh@darylupsall.com
Applications sent by other means will not be considered.

Please ensure that they are sent as Word documents with the titles “**your name cover letter**” and “**your name CV**”. Please put “**Director Programmes - MSIF**” in the email subject line and also state how you found out about the job announcement.

Deadline for applications: Monday 20 February 2012