

Job Description

Job Title: Head of Programmes and Evaluation

Reporting to: CEO

Salary: negotiable

Benefits: 25 days annual leave, Employer pension contribution

Location: Central London

Purpose of the role

Being a part of the Senior Management Team, you will report to the Wikimedia UK's CEO, ensuring the effective delivery of all aspects of programme management. You will have a high-level of responsibility for planning and implementing the strategic development of Wikimedia UK activity plan, budget management, staff team, volunteer and intern management, have strong focus on effective relationship building and promotion of trust with the board and the broader Wikimedia community.

Key responsibilities

Programme and project management:

- Lead and coordinate the professional delivery of the Wikimedia UK programme at its high level, via collaborating with colleagues, line management of relevant staff and volunteers. Lead on the programme staff team.
- Develop Wikimedia UK's programme of projects and activities appropriate to the mission and strategic goals of the organisation. Support development of the Wikimedia UK's annual activity plan.
- Lead the monitoring, evaluation and strategic assessment of the Wikimedia UK's programme. Collaborate with the board where relevant. Support staff in monitoring and evaluation of their work.
- Handle all documentation regarding the relevant parts of the programme. Lead on the external reporting of the Wikimedia UK's activities.
- Report to the CEO and board on the progress of the programme, including assessments of success and ensure these are openly available.
- Monitor the financial security of Wikimedia UK's programme and support the Head of Finance and Operations in accounting for it financially.
- Encourage and promote the involvement of volunteers and ensure that volunteers are provided with opportunities to support and participate in the organisation
- Liaise with The Foundation and other chapters to develop good practice and build the reputation of Wikimedia UK.

Stakeholder management:

- Support and propose the development of new projects and partnerships – including processes, resources and metrics.
- Develop and manage relevant external partnerships.

Person Specification

Experience

- Proven experience of project management involving the public and partner organisations
- People management experience, with the ability to involve and inspire volunteers working remotely
- Minimum two years experience of organising a wide range of events
- Previous experience of delivering training at a variety of levels
- Previous experience of working effectively with a team of volunteers
- Experience of working in a charitable or not-for-profit environment (desirable)
- Track record in budgeting and of achieving financial balance.

Knowledge, Skills and Abilities

- Passionate about the aims and values of Wikimedia UK. An understanding of the culture and policies of Wikimedia communities
- The energy to support the CEO in growing an organisation from its earliest stages; vision, innovation, strategic thinking
- Excellent software skills, including word-processing, spreadsheets, internet procedures, and database applications. An understanding of internet technologies, in particular wikis
- Flexible approach, with the capability to be a team player in a dynamic and changing environment, and identify and manage opportunities and risk
- Understanding of working with and managing volunteers; the ability to learn quickly and integrate within the Wikimedia community
- Logical, clear thinking, diplomatic and patient approach
- Ability to work flexible hours and locations as required. Willingness to undertake training as required
- Knowledge of other languages (desirable).