

Job Description

Programmes Manager

Reporting To: Programmes Director

Location: Remote within the UK, with regular UK travel and international field visits

Hours: Full time, 40 hours a week

Salary: £35,000 per annum

Contract type: Permanent

Introduction

Amanah Global Relief is a UK-based charity committed to sustainable solutions that empower vulnerable communities. Guided by Islamic values, we focus on long-term development through education, healthcare, and economic opportunities, addressing both material and spiritual needs. We aim to tackle the root causes of poverty, promote self-reliance and dignity, and create lasting impact in accordance with our core principles.

Job Purpose

The Programmes Manager will oversee the development, management, and delivery of Amanah Global Relief's programme portfolio. The role requires collaboration with internal teams, external partners, and local communities to ensure the effective delivery of both immediate aid and long-term sustainable solutions. The Programmes Manager will ensure that all programmes contribute to meaningful and sustainable change and align with Amanah Global Relief's mission of empowering vulnerable communities.

Key Responsibilities

1. Programme Management

- Lead the planning, design, and delivery of development programmes, ensuring alignment with Amanah Global Relief's strategic objectives.
- Monitor and evaluate the performance of programmes and projects to ensure they meet agreed targets, deadlines and budget requirements.
- Oversee the collection and analysis of data to measure programme and project performance and impact, providing regular reports to the Programmes Director.

Undertake UK travel and international field visits as required to support programme delivery, monitoring and partner engagement.

2. Stakeholder Engagement

- Build and maintain strong relationships with local and international partners, donors and the communities Amanah Global Relief serves.
- Collaborate with stakeholders to identify new programme and project opportunities and strengthen existing programmes to increase their impact.
- Represent Amanah Global Relief at relevant meetings, conferences and networking events.

3. Team Leadership

- Manage, support and develop a team of Programmes and Project Officers, promoting high performance, professional development and staff engagement.

- Ensure that team members, including those working internationally, understand and uphold the charity's mission and values and have the resources required to achieve programme objectives.
- Oversee collaboration with international partners and stakeholders, ensuring the effective management of resources across all project locations.
- Foster strong communication and coordination between internal teams and international partners to ensure seamless programme execution and alignment with Amanah Global Relief's strategic goals.

4. Budget & Resource Management

- Prepare and manage programme and project budgets, ensuring that financial reports are accurate and submitted on time.
- Monitor programme and project expenditure, ensuring that activities are cost-effective and remain within approved budgets
- Work closely with the Finance team to ensure that all programmes and projects comply with internal financial procedures and relevant external requirements.

5. Risk Management & Compliance

- Identify, assess and manage risks associated with programme and project delivery, taking appropriate action to mitigate them.
- Ensure that all programmes and projects comply with relevant legal, regulatory, contractual and donor requirements.

6. Reporting & Documentation

- Prepare high-quality Prepare high-quality programme and project reports for trustees, donors and other relevant stakeholders.
- Ensure that programme and project documentation is accurate, up to date, well organised and accessible to authorised staff.

Person Specification

Qualifications & Experience	
Bachelor's degree in international development, project management, or a related field.	Desirable
A minimum of three to five years' experience in programme, project and team management.	Essential
Proven experience managing sustainable development or livelihood programmes.	Desirable
Skills & Competencies	
Strong leadership and team management skills.	Essential
Excellent communication and interpersonal skills.	Essential
Strong organisational, programme and project management skills, with excellent attention to detail.	Essential
Financial literacy, with experience in managing programme budgets.	Essential
Advanced computer literacy, with proficiency in project management tools, data analysis software.	Desirable
Proficiency in Microsoft Office applications.	Essential
Familiarity with donor regulations and compliance requirements.	Desirable
Experience working within Muslim charity organisations.	Desirable
Familiarity with Islamic values and principles.	Essential
Fluency in a second language relevant to the charity's target areas (e.g., Arabic, Urdu, etc).	Desirable
Ability and willingness to undertake at least three international field visits per year, typically lasting approximately 10 days each.	Essential

Values & Ethics

The Programmes Manager is expected to uphold the highest standards of integrity and professionalism and must align with Amanah Global Relief's values, including a commitment to accountability, compassion, and transparency in all activities.

To apply for this role, please email your CV and Covering Letter to vacancies@agr.org.uk

Closing: 30th August 2026

PLEASE NOTE: Interviews are expected to take place on an ongoing basis until a suitable appointment is made. We therefore may close the advert sooner than the advertised date.

Amanah Global Relief

Registered Charity No. 1207054

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