

Project manager consultant

Job description and person specification

This is an exciting opportunity for an experienced UK-based project manager to work with the UK Working Group on Non-communicable Diseases (NCDs)* to raise the voice and share the perspectives of people with lived experience of NCDs on UK international aid cuts and the impact on the global response to NCDs. As project manager, you will lead and deliver this time-bound, funded project, including overseeing, supporting and disseminating the outputs of 2–3 consultants with lived experience of NCDs.**

Deadline for applications: 2 August 2021, 17.00 UK time *(although note that the deadline may be brought forward if many applications are received, so we recommend applying as soon as possible)*

Consultant fee: £5,050 (US\$7,000)

Location: Home working but with online support from the UK Working Group on NCDs project steering group. *(Please note that the applicant will need access to their own laptop, internet connection and basic software such as Word, Excel, etc., as this will not be provided as part of the project.)*

Start date: Mid-August *(or as soon as possible)*.

End date: December 2021

Estimated time: Approximately 16 days

Your role

Activities of the project manager consultant are to:

- assist with the recruitment of 2–3 consultants with lived experience of NCDs**
- management of 2–3 consultants with lived experience of NCDs,** guiding tasks, overseeing delivery and providing support as required
- develop and oversee the project plan and timeline
- undertake a simple mapping in collaboration with the UK Working Group on NCDs to identify UK-based policymakers and relevant actors in the international aid and NCD space
- ensure the timely development, including design and publication, of a report on NCDs and UK aid cuts, led by the lived-experience consultants
- organise a virtual launch event (December 2021) with strong inclusion of UK policymakers, identified stakeholders, and people with lived experience of NCDs
- regularly liaise with, consult, and update the UK Working Group on NCDs steering group on the progress of the project
- utilise the UK Working Group on NCDs to support specific activities
- work with the lived-experience consultants to identify partner organisations and begin to build a network of individuals with lived experience of NCDs and interest in global health and
- comply with reporting requirements of the donor.

About you

You will have project-management experience within the international development sector. It is strongly desirable that you will have worked with people with lived experience of NCDs or you will have lived experience of NCDs yourself. You will have a comprehensive understanding of meaningful involvement of people living with NCDs.

You will be flexible and focused with good interpersonal communication skills, written skills and organisational skills. You will be able to work to deadlines and communicate with a wide range of stakeholders.

Person specification

Professional experience	Experience of working in or on health- or development-related projects based in low- and middle-income countries	Essential
	Knowledge of global NCD prevention and management programmes	Essential
	Experience of advocacy with the UK government and parliament	Essential
	Experience of writing, editing and managing the design of reports	Essential
	Experience of leading and managing short-term projects	Essential
	Experience of organising events, including virtual events	Desirable
	Experience of working with people with lived experience of NCDs	Desirable
	Experience of working with committees	Desirable
Specialist knowledge	Knowledge of NCD policy and advocacy initiatives	Desirable
	Understanding of UK government aid spending and cuts	Desirable
	Understanding of approaches to ensuring meaningful involvement of people with lived experience and co-production	Desirable
Personal experience	Lived experience of NCDs**	Desirable

Please send your CV and a covering letter showing how you meet the person specification
by 5pm UK time on 2 August 2021 to ukworkinggroup_onncds@hotmail.com

Only shortlisted candidates will be contacted. Interviews will be held on 9 or 10 August.

* The UK Working Group on NCDs is a network of over 20 civil society organisations who are working together to draw attention to the urgent need to address the burden of NCDs as an international development priority.

** By lived experience of NCDs, the UK Working Group on NCDs means a) people who are living with or have lived with an NCD or b) people who have cared for or are caring for a person living with an NCD in their family and/or household.