

## Part-time Programme Manager – 3-month contract

Thomson Foundation is a non-profit based in London and Berlin that supports truthful fact-based journalism and ethical information. For 60 years, the organisation has supported journalists and communicators with training to maintain professional standards, working in more than 100 countries principally in Eastern Europe, Africa, Latin America, Asia, and the Middle East.

Thomson is looking for a part-time programme manager – initially on a 3-month contract – but with the option to extend – for a specific global project. The role will principally organise, manage, and implement the project from a logistics, finance, procurement, and coordination standpoint, but will also be involved in programme writing and development.

The role reports to the Director of Training and Communications. The role is based remotely and is offered as a 3 day a week contract (working flexible across the week), initially for 3-months with an option to extend. Start date is mid-April 2024. Salary depending on experience.

### Key responsibilities:

- Set up and manage logistics for the project including overseeing travel, training day activities, venues etc.
- Set up and manage budgets for the project and monitor performance against budget
- Manage and guide procurement for the project
- Work on planning and scheduling of accounting/payments for the project
- Draft and issue contracts for projects consultants and trainers
- Ensure project works to optimum efficiency by accurately capturing the use and allocation of all internal and external resource – staff, contractors, and equipment, etc.
- Assist with preparing and writing of proposals for future activities.

### Key skills:

- At least 3+ years of first-hand, self-starting experience in management of media-related projects for governmental, philanthropic or development organisations or funders
- Good knowledge of spreadsheets, budgeting and dealing with procurement processes
- Fluency in English and ideally Arabic. French would be advantageous
- Highly organised and able to work independently, with ability to keep calm under pressure
- Maintain regular communication with both internal and external stakeholders
- Good people skills and collaborative working style
- Willingness to travel if needed
- Prepared to work flexibly over 3 days.

Interested candidates should send a CV and note of interest to [jobs@thomsonfoundation.org](mailto:jobs@thomsonfoundation.org) by 22<sup>nd</sup> March 2024.