

**Position Description:** Group Operations and Programmes Manager

**Employment Type:** Full-time, permanent position

**Reporting to** the Managing Director | Development

**Job location:** Berlin, Germany | London, UK | Remote hybrid

**Website:** <https://www.thomsonfoundation.org/>

Please send your CV and motivation letter to [jobs@thomsonfoundation.org](mailto:jobs@thomsonfoundation.org) with the reference "Group Operations and Programmes Manager".

### **The organisation:**

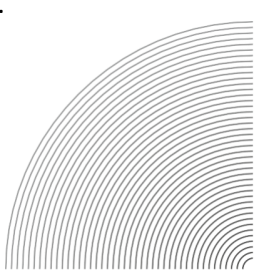
Thomson Media is German registered gGmbH (not for profit) with its main base of operations in Berlin. It is part of the Thomson Group, which includes the Thomson Foundation, the oldest media development organisation in the world. Thomson has a 60-year track record of improving the media development sector to empower local voices to make positive change around the world.

Thomson champions journalistic integrity supporting journalists and media organisations built on fair, independent and trusted journalism. We worked in over 100 countries over the years and it is independent, and non-political. We continue working in countries restricting media freedoms, experiencing conflict, crisis and transition to enhance the free flow of information and robust public debate to help ease conflict, inform debate and place journalism in a safer, freer and more engaging context for the long term. We continue to build international media networks, engage new audiences in an ever-connected world, spread and disseminate industry knowledge and forge alliances that seek to promote and defend media freedoms in practical ways that benefit news makers every day.

### **Main responsibilities:**

The Group Operations and Programmes Manager is responsible for comprehensive supervision and coordination of Thomson's programming and operations. This role ensures all active projects operate within budget, meet compliance and funders' standards, and achieve impactful outcomes in collaboration with key stakeholders and local teams. It also monitor organisational workflows, practices and the overall group operational efficiency.

Your responsibilities and main duties will include, but are not limited to, the following:

- Lead the design, implementation, and optimisation of project management systems, ensuring alignment with organisational and goals.
  - Responsible for providing line management, training and feedback to project managers/coordinators, and other project team members, setting clear expectations, monitoring performance and taking overall responsibility for handling issues and troubleshooting any problems.
  - Oversee implementation and evaluate project resources and their deployment, ensuring project timelines and quality standards are met, while maximising efficiency and impact.
- 

- Oversee and negotiate project budgets with accountability for spending objectives, tracking performance against financial targets, and ensuring optimal resource allocation (staff, contractors, equipment).
- Support the finance management team with the preparation of projects financial reports and project audits; ensure adherence to the funder's financial reporting calendars and deadlines.
- Maintain and upgrade efficient operational frameworks and workflows, including logistics, payment approval, resource allocation, and data archiving for internal and external reporting.
- Provide guidance on backstopping, project management, compliance and procurement procedures, with support from administrative teams for implementation.
- Assist in developing project proposals with resources planning and allocation, budget preparation and financial projections.
- Coordinate knowledge-sharing across projects, ensuring that best practices and successful strategies are documented and accessible to stakeholders.
- Foster a collaborative environment by working with finance, administrative, and project support teams to maintain up-to-date project documentation and facilitate smooth project transitions.
- Participate in organisational meetings, oversee project-specific metrics, and ensure team compliance with project requirements, operational protocols, and performance indicators.
- Perform other tasks as assigned by senior management, ensuring flexibility and responsiveness to emerging organizational needs.

**Skills:**

- Extensive programme management experience working with multiple institutional donors, ideally in the media development sector, including experience setting up new teams, running activities, end-to-end accountability for reporting to donors, recruitment, monitoring and evaluation, impact assessment.
- Strong problem-solving abilities and a proactive approach to resolving challenges Strong understanding of the journalism/media industries would be highly beneficial
- Excellent organisational and team management skills to control their own workload and that of others
- Ability to communicate coordinate and collaborate closely and effectively with multiple stakeholders in person and remotely, across cultures and timezones.
- Financial acumen and numeracy, experience in budget development and financial management.
- Strong organisational skills, with the ability to multitask and prioritize effectively.
- Experience of managing a team
- An eye for detail while not missing the bigger picture.
- Proficient in using office software such as Microsoft Office (Word, Excel, PowerPoint, Outlook) and collaboration tools.
- Ability to handle sensitive information with confidentiality and discretion.
- Fluency in English is required, German or other languages an asset.
- Self-starter and flexible, "can do" attitude