

Job Description



Summary

Job title	GPI Programme Manager
Division	Social Sciences
Department	Social Policy & Intervention
Location	32 Wellington Square, Oxford, OX1 2ER
Grade and salary	Grade 7: £33,309-£40,927 per annum
Hours	Full time
Contract type	Fixed-term to 31/12/2024
Reporting to	Dr Jamie Lachman
Vacancy reference	156656

Overview

The Department of Social Policy and Intervention is seeking GPI **Programme Manager** to work with a research group led by Dr Jamie Lachman and Professor Lucie Cluver on the Global Parenting Initiative. Our research team is committed to improving outcomes for high-risk children and adolescents in low-and middle-income countries, and this is our primary guiding aim. Our team all have extensive field experience of working in the region, and a good knowledge of this context, and commitment to the goals of improving children's lives, are both essential. We are committed to capacity-building and supporting team members to further their careers, and you will be supported to further your career portfolio.

The Global Parenting Initiative (GPI) aims to meet the urgent need for scaled-up and sustained evidence-based interventions that promote playful parenting and learning through play and prevent sexual, physical, and emotional violence against children in the Global South. This five-year \$21 million grant is led by the University of Oxford, in collaboration with other universities in the UK, South Africa, Malaysia, Philippines, Tanzania, Thailand, and Uganda. The GPI's overall goal is providing access to free, evidence-based parenting support to every parent, everywhere, so that they are equipped with the knowledge and tools to help their children realise their learning potential and prevent sexual violence against children.

The GPI builds upon the previous work of Dr Jamie Lachman, Professor Lucie Cluver, and Professor Frances Gardner, co-founders of the [Parenting for Lifelong Health](#) (PLH) initiative to develop, test, and widely disseminate a suite of open-access, non-commercialised, and low-cost parenting programmes to reduce violence against children and improve child wellbeing in low- and middle-income countries. These programmes have been developed and rigorously tested through a collaboration between the World Health Organization, UNICEF, and the Universities of Oxford, Cape Town, Bangor and Stellenbosch. The GPI will further scale up these programmes in



over 20 low- and middle-income countries across Sub-Saharan Africa, South-eastern Europe, Southeast Asia, and the Caribbean.

In response to the Covid-19 pandemic, Dr Lachman and Professor Cluver led a multi-agency emergency COVID-19 response with the WHO, UNICEF, UNODC, USAID, CDC, Global Partnership to End Violence, and other implementing and funding partners to adapt the PLH programmes into freely available resources for parents. As of October 2021, our [Covid-19 parenting materials](#) developed for this response from PLH, have reached over **196 million** parents in **198 countries and territories**.

The Global Parenting Initiative is constructed out of 6 interlocking Bricks or Themes:

Brick 1: Evaluate. Innovative and rigorous research to increase the evidence of effectiveness, cost-effectiveness, and scalability of human-digital playful parenting programmes

Brick 2: Innovate. Build a cohesive ecosystem of agile, adaptable, and scalable evidence-based human-digital playful parenting interventions

Brick 3: Facilitate. Shifting the balance of power from the Global North to the Global South by actively promoting capacity sharing, strengthening local institutions, and fostering a new generation of thought leaders

Brick 4: Advocate. Collaborating with UNICEF, WHO, ECDAN, the Global Partnership, USAID, and other partners to build a policy environment on the regional and country-level supporting the sustained institutionalisation of parenting programmes

Brick 5: Generate. Creating a sustainable infrastructure to support scale-up and capacity building of PLH human-digital parenting programmes

Brick 6: Accelerate. Scale-up and institutionalisation of human-digital playful parenting programmes embedded into national governments and NGO service delivery systems

The Global Parenting Initiative is also committed to the following core principles that inform the way we work and how we interact with partners and families:

1. Evidence of impact based on rigorous evaluation methods
2. Scalable and low-cost to meet population-level demand
3. Open source and non-commercial content to allow for free adoption by implementing agencies
4. Adaptive and locally relevant for different cultures and contexts
5. Equitable partnerships and collaboration, promoting leadership and agency in the Global South
6. Playful and empathetic for children and their parents/caregivers

The Role

The Department of Social Policy and Intervention is seeking an experienced Programme Manager who can lead on the coordination of the Global Parenting Initiative's activities and deliverables across the GPI themes. You will hold responsibility for ensuring the efficient functioning of the Initiative's governance structure across partners and in collaboration with the South-Africa based team at the University of Cape Town. The role will also focus on the coordination and implementation of research uptake and monitoring, evaluation and learning strategies.

This Programme Manager will coordinate the implementation of multiple studies focused on the development, piloting, and optimisation of a suite of in-person and digital parenting interventions internationally to reduce violence against children and improve child wellbeing. The role will be based in Oxford, and you will work closely with the teams in Oxford and elsewhere. Funds supporting this project are provided by the Oak and LEGO Foundations.

Our research team is committed to improving outcomes for high-risk children and adolescents in low- and middle-income countries, and this is our primary guiding aim. Our team all have extensive field experience of working in the region, and a good knowledge of this context, and commitment to the goals of improving children's lives, are both essential. We are committed to capacity-building and supporting team members to further their careers, and you will be supported to further your career portfolio.

Responsibilities

- Manage the implementation of all GPI activities across the Evaluate, Innovate and Facilitate Bricks
- Coordinate the programmatic linkages between GPI workstreams, including evaluation studies, innovation and development, facilitation of ECRs and capacity sharing, advocacy, sustainability, and scale-up and institutionalisation.
- Coordinate implementation of research uptake strategy with the Senior Research Manager and the UCT-based Communications Officer
- Oversee the management of the GPI governance structure ensuring the efficient functioning of all committees and groups, including that of the Executive Team, Steering Committee, and Advisory and Stakeholder Groups
- Liaise with UCT Operations Manager to coordinate activities between Oxford and UCT, schedule joint meetings and circulate minutes, and keep Leadership Group abreast of progress
- Manage a fast-paced and dynamic calendar of deliverables as per funder agreements
- Line management of the GPI Programme and Administrative Assistants
- Work with the Senior Research Manager to manage implementation of Monitoring, Evaluation and Learning strateg
- Any other duties commensurate with the grade and responsibilities of the post as determined by the reporting manager

Selection criteria

Essential selection criteria

- Hold, or be close to completion of a Master's degree (MA or MSc) in a relevant social science discipline or relevant equivalent experience
- Demonstrable experience in project and grants management at a higher education institute or other publicly funded body
- Experience leading project finance and administration activities in compliance with major research funding bodies requirements
- Understanding of challenges associated with conducting research and implementing interventions in resource-limited settings and evidence of ability to provide effective solutions
- The ability to work both independently on your own initiative and as part of a multi-partner team
- Excellent organisational and time management skills and ability to work in face-paced environment
- Strong communication skills and experience building collaborative relationships
- Proven management experience including planning and delivering complex multi- partner projects and/or programmes on an international level
- Experience in partnering with bodies to support and/or fund programmes targeted at children and/or families
- Excellent intercultural communication skills and experience in building collaborative relationships
- Strong presentation skills and experience sharing project outcomes and research findings effectively to governments, INGO'S, policymakers as well as academic audiences

Desirable selection criteria

- A track record in research management including leading multi-disciplinary teams
- Previous experience with Research Council funding would be beneficial
- Experience of managing development programmes and/or academic programmes
- Demonstrable interest in and experience in improving outcomes for vulnerable and children, adolescents, and youth in low- and middle-income countries
- Previous experience with playful parenting interventions
- Experience working with an Agile operational framework under Scrum methodology
- Ability to use standard project administration applications (Google Drive, Teams, Zoom, Trello)

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Department of Social Policy and Intervention

The Department of Social Policy and Intervention is a multidisciplinary, social science centre of excellence for research and teaching in comparative social policy and evidence-based social intervention and policy evaluation. In the UK-wide 2014 Research Excellence Framework (REF), it was the top scoring department in the country, across all subjects and universities, with 79 per cent of the Department's research activity classified as 'world leading' (4*) with a further 14 per cent classed as 'internationally excellent' (3*). In the most recent QS World University Rankings by Subject (2019) the Department ranked third in Social Policy and Administration globally.

The Department has undergone substantial transformation in recent years. This renewal includes the expansion of graduate teaching and supervision in policy evaluation and comparative social policy; significant expansion in research income; and the creation of new research groups and areas of research expertise. Most recently it has been awarded a Global Challenge Research Fund hub as lead institution in collaboration with UK and African institutions.

The Department's teaching is largely devoted to graduate students. It offers Master's degrees in Comparative Social Policy (CSP) and in Evidence-Based Social Intervention and Policy Evaluation (EBSIPE). Students may study for either a one-year MSc or a two-year MPhil. The Department also offers supervision for doctoral degrees in Social Policy or in Social Intervention and Policy Evaluation. The graduate intake is highly international with students drawn from the United Kingdom, EU member states, and many countries across the world.

Research within the Department is largely organised under the auspices of two main research groups:

- The Centre for Evidence-Based Intervention (CEBI).

- The Oxford Institute of Social Policy (OISP).

More information about the Department as a whole can be found at www.spi.ox.ac.uk

Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. From 1 January 2018 the Head of the Social Sciences Division will be Professor Sarah Whatmore, who will be a member of the University's Council. The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. (These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment and the Oxford Martin School.) Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4*) research than any other institution, across the social sciences units of assessment to which it made submissions.

The division has an extensive portfolio of external funders and collaborators, with competitively awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

For more information please visit: <http://www.socsci.ox.ac.uk/>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.