

Job Description

Job Title:	Leadership Programme Manager
Team:	Global Programmes
Hours:	Part time 21 hours per week
Salary:	£27,600 per year (Full time Equivalent of £46000.00 per year)
Contract Length:	Permanent, subject to funding, based in UK
Reporting to:	Director of Global Programmes

Mothers' Union is a global Christian movement working with people of all faiths and none to develop communities, strengthen families and advocate for change. Our members are active in 83 countries and work tirelessly to serve their communities to build a future where everyone thrives.

Founded in 1876, Mothers' Union is a women-led volunteer movement, with a membership of 4 million people around the world, 36,000 of whom live in the UK and Ireland. Based on Christian fellowship, members express their faith through action in their local communities, aiming to create a world where every individual can reach their full potential, by stopping poverty, injustice and violence.

Why work for us

Mothers' Union is committed to supporting international development initiatives that empower communities and improve lives. We work in three key areas, Gender, peace and safety, and livelihoods, and use an asset-based community led approach. We are looking for a Programme Manager to lead a transformative leadership initiative focused on equipping women - in Democratic Republic of Congo initially then expanding into West Africa - with the skills and confidence to take on leadership roles within their faith institutions and wider communities. Additionally the role will also play a part in reviewing leadership support for women in more senior levels of leadership at the Mothers' Union to support the sustainability of the movement worldwide.

Job Summary

The Leadership Programme Manager will oversee the development of a leadership programme and its rollout through establishing sustainable digital hubs, and providing training to women leaders and male allies. The role will work closely with the PMEL Manager, Provincial Coordinator, church leaders and a team of trainers, to develop a comprehensive leadership curriculum, coordinate the training of trainers, establish online materials to create a hybrid learning model, monitor participant progress, and build networks to promote cross-participant learning and peer support. This position requires expertise in developing online training resources across multi-cultural contexts, project management skills, and the ability to work collaboratively with a remote team.

Key Responsibilities

Strategic Development

- Oversee the advancement of leadership development as a core strategic priority for MU
- Develop and implement programme strategies, resources and tools that strengthen and scale the leadership development initiative, integrating research, monitoring, evaluation and learning

- Design a leadership curriculum that meets the intended project objectives and equips women across diverse contexts, through online and hybrid learning, combining spiritual guidance with practical leadership and management skills

Programme Planning and Budgeting

- Work with PMEL Manager to design and refine M&E frameworks and specific targets
- Develop and manage work plans and budgets in line with project goals and donor requirements
- Identify an appropriate digital platform to be used to run the online aspects of the leadership development programme
- Oversee the successful purchase and use of core equipment necessary to run the digital platform

Programme Implementation and Review

- Lead and support the delivery of leadership training activities across participating dioceses
- Monitor progress against programme outcomes, ensuring high-quality implementation that is timely and within budget
- Collaborate with coordinators, trainers and church leaders to review programme content and adapt as needed for relevance and effectiveness
- Support reporting, learning and sharing of best practice across participating dioceses
- Champion safeguarding and gender empowerment throughout all stages of the project
- Coordinate data collection in line with the programme M&E plan, including impact stories and other evidence of change, for use in MU communications, including social media and publications
- Conduct regular reviews to identify opportunities for programme expansion, sustainability and long-term impact

Core Competencies

Required

- Degree in International Development, Leadership or a related field
- Technical experience in leadership development across multi-cultural contexts, preferably within Africa
- Proven experience in programme management, preferably in women's empowerment or gender-focused programmes
- Experience working in multi-stakeholder environments, particularly in faith-based or community settings
- Training or facilitation experience
- Excellent written and verbal communication skills
- Proficiency in using digital training systems
- Demonstrable understanding of the use of Bible studies as a foundation for learning
- Ability to travel to DRC and surrounding countries

Desirable

- Proficiency in either French or Swahili (highly desired)
- Experience working with faith-based organizations.
- Understanding of international development processes and systems.

Personal Attributes

- Ability to work independently and collaboratively within a team.
- Strong interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Commitment to the values and mission of Mothers' Union.
- Comfortable working in a Christian environment

Benefits

- 25 days of annual leave plus up to 4 days of leave given at the discretion of Mothers' Union (pro rated for part time staff).
- Employer pension contribution of 6.5%
- Enhanced maternity, paternity and adoption pay
- Two volunteering days per calendar year
- One away day per calendar year
- Enhanced sick pay
- Bereavement leave & Compassionate leave
- Season ticket loan
- Cycle to work scheme
- Employee assistance programme
- Eye care voucher and an allowance towards glasses

Work Location/Hybrid Working Pattern

This role will be based at our Head Office in Central London. Mothers' Union operates a hybrid working model. Staff are required to work an aggregate minimum of 90 days per calendar year (pro rata for part timers) at our Head Office, Mary Sumner House in central London. Tuesdays are our anchor days where every staff member is expected to be at the office. The 90 days includes anchor Tuesdays. In addition, Thursday is a core working day where part time staff are expected to work, either at home or from the office as needed.

How to Apply

If you are interested in this position, please apply by sending your **CV and a Cover Letter** to: development@mothersunion.org. The Cover Letter should clearly outline how your skills match the main responsibilities of the role. Please note – only applications with a cover letter, alongside a CV, will be considered.

Application Deadline

The deadline for applications is **31 August 2025 at 5:00 pm**. Due to the number of applications we may receive, we will not be able to individually respond to each applicant. Kindly note, we will only be getting in touch with the applicants shortlisted for an interview. We aim to get in touch with the shortlisted candidates after the application deadline. We will be conducting interviews for suitable candidates as we go along and may fill the role before the closing date.

Equal Opportunity

Mothers' Union is an Equal Opportunity Employer. We celebrate diversity and are committed to create an inclusive environment for all employees.