POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position title:</th>
<th>WCPT Programme Manager (SUDA Project)</th>
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<tr>
<td>Reports to:</td>
<td>WCPT Chief Executive Officer</td>
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<tr>
<td>Hours:</td>
<td>35 hours per week (1.0 FTE)</td>
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<tr>
<td>Location</td>
<td>WCPT office at:</td>
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<td></td>
<td>Victoria Charity Centre</td>
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<td></td>
<td>11 Belgrave Road</td>
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<td></td>
<td>London SW1V 1RB, UK</td>
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<tr>
<td>Salary and contract:</td>
<td>Up to £40,000 per annum</td>
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<td></td>
<td>Available immediately with fixed term contract to 31 January 2018</td>
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<td></td>
<td>Secondment option considered</td>
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<tr>
<td>Date position description completed:</td>
<td>25 May 2017</td>
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<th>Communications and working relationships with key staff:</th>
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<td><strong>Chief Executive Officer:</strong> works with the Executive Board to develop and implement plans in keeping with the organisation’s strategic directions and decisions of the General Meeting.</td>
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<td><strong>Policy staff:</strong> congress direction, researches and develops professional policy and leads projects in related areas.</td>
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<td><strong>Communications team:</strong> responsible for WCPT E-Update, WCPT News, Congress Update, marketing and range of promotional materials/activities, including social media.</td>
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<td><strong>Executive Personal Assistant:</strong> works directly for Chief Executive Officer and professional staff.</td>
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<td><strong>Head of Finance:</strong> manages WCPT’s accounts and financial activities.</td>
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<th>Project partner:</th>
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<tr>
<td><strong>Handicap International:</strong> Handicap International (HI) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster since its creation in 1982. HI works alongside people with disabilities and vulnerable populations, taking actions and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.</td>
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<tr>
<td><strong>Regional Coordinator:</strong> responsible for overall project</td>
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</table>
Position title: WCPT Programme Manager (SUDA Project)

- implementation, monitoring and evaluation across the 3 countries. Is based in Niger.
- **Technical Coordinators**: supervise project implementation in their respective countries.
- **Project Officers**: responsible for project implementation, monitoring and evaluation in their respective countries.
- **Technical Advisor**: provides on-going support and advice on technical issues.

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**About the World Confederation for Physical Therapy:**

Founded in 1951, the World Confederation for Physical Therapy (WCPT) is the sole international voice for physical therapy, representing more than 350,000 physical therapists worldwide through its 112 member organisations. The confederation operates as a non-profit organisation and is registered as a charity in the UK. WCPT is committed to furthering the physical therapy profession and improving global health through:

- encouraging high standards of physical therapy research, education and practice
- supporting the exchange of information between WCPT regions and member organisations
- collaborating with national and international organisations

WCPT’s Executive Board has developed a new strategic plan for the confederation. As part of the process, WCPT has undertaken a wide-reaching consultation with member organisations, individual physical therapists and external organisations – called WCPT Look Forward Together.

**Project outline:**

The SUDA project is a collaborative project between Handicap International (HI) and WCPT, funded by the United States Agency for International Development (USAID), and implemented in Mali, Niger, and Senegal.

It has four main objectives:

- **S**trengthening three national physical therapy associations;
- **U**sing WCPT standards to support three countries in improving physical therapy entry level education in order to advance towards WCPT accreditation;
- **D**evelop a WCPT policy paper related to physical therapy assistants (PTAs);
- **A**ugment Wheelchair Training within the physical therapy sector.

The project duration is from 1 May 2016 to 31 January 2018.
Office environment:
The international nature of the organisation means that much of its work and communication with member organisations is conducted by email and teleconference. Policy staff, project managers and the Chief Executive Officer frequently work off site and on a day to day basis there are usually 3-4 people in the office. By necessity all individuals working with WCPT must be able to work independently and take the initiative to stay up to date on WCPT activity seeking further information when/if required.

Description of the position:
The WCPT Programme Manager (SUDA project) will be responsible for coordination between the WCPT Technical Assistance team (including country mentors for physical therapy associations and physical therapy education programmes), Handicap International (HI) field operations and the HI SUDA Project Coordinator.

Person specification:
The Programme Manager will be an enthusiastic team member with excellent project management skills gained through experience in international development. Given the localities of the project proficiency in both English and French is required. Reporting directly to the Chief Executive Officer they must be a self-starter, outcomes focused and have excellent communication skills to build relationships and manage across organisations and cultures.

Main responsibilities:
Project planning and management
1. Working with the HI/WCPT Programme Coordination Team on the design and implementation of technical assistance missions
2. Planning, coordinating, administering, overseeing, and monitoring WCPT activities in close collaboration with the HI SUDA Project Coordinator, HI Technical Rehabilitation Advisor and HI field offices in three countries
3. Coordinating the WCPT technical input and ensuring timely implementation and reporting of WCPT technical assistance
4. Ongoing communication with the WCPT mentors, and HI team
5. Ensuring compliance with USAID project implementation procedures, the project procedures and WCPT policies
6. Negotiating sub-grants with educational institutions
7. Overseeing the implementation of the WCPT project activities
8. Compiling and consolidating activity reports from mentors
9. Preparing the WCPT quarterly reports in collaboration with WCPT Head of Finance, the HI/WCPT Programme Coordination Team, and timely reporting to HI

10. Liaising with HI regarding the project administration and financial management

11. Working with WCPT executives on monitoring and evaluation of the project results

12. Membership of the Project Steering Committee and HI WCPT Programme Coordination Team

**Human resources support and management**

1. Facilitating/Supporting mentors in the development of tools and learning resources, identification of documents for translation and development of online training resources for accreditation

2. Hiring translators and ensuring timely high quality translation of materials

3. Providing all necessary administrative and logistical support for country mentors

4. Administration and management of mentors’ contracts for WCPT

5. Ensuring that all in country activities for mentors are organized in coordination with HI SUDA Project Coordinator and Project Officers in each of the three countries

**Risk assessment, management and compliance**

1. Preparing information packages for mentors, organising the orientation programme for mentors, and conducting mission briefings and debriefings for mentors

2. Identifying and assessing the operational, financial, development and reputation risks to the team members, property, finances, goodwill, and image

3. Implementing measures to manage risks according to WCPT policies and procedures

4. Ensuring that each mentor has completed the risk assessment and risk management plan prior to their travel to Mali, Niger, and Senegal

**Financial planning and management**

1. Working with the WCPT Head of Finance on preparing the project budget, monitoring of expenses according to the approved budget, the cash flow, overseeing the preparations of the financial reports

2. Monitoring and approving mentors’ expenditures and timesheets

**Communications/Public relations**

1. Representing the project positively in all countries

2. Ensuring compliance with USAID public relations and marketing policy
3. Acting as the SUDA project spokesperson on behalf of WCPT
4. Preparing the project communication materials and updates for WCPT
5. Maintaining WCPT website related to the SUDA project in French and English

**Previous experience:**

**Essential**
1. Five years of project management experience in international development
2. Experience in organisational strengthening and capacity building projects of similar scope
3. Bachelor’s degree in international development, international relations, business, and/or other related field

**Desirable**
1. Familiarity with USAID funding policies and regulations
2. Experience in risk assessment, management and compliance

**Skills, abilities and knowledge:**

**Essential**
1. Proficiency in English and French
2. Excellent communication, team building, communication and report writing skills
3. In-depth knowledge of the role of professional associations and accreditation of professional entry level education programmes (as applied to physical therapy is desirable)
4. Strong organisational skills, attention to detail, ability to multi-task, and an ability to work well under pressure

**Desirable**
1. Experience in West Africa is an asset