

**Job Title**            **Head of Portfolio Management – 12-month FTC (Maternity Cover)**  
**Grade**                **G**  
**Reports to**          **Director, Member Association Development & Impact**  
**Location**           **London**

**Role Purpose:**

The Head of Portfolio Management will monitor the performance of IPPF's portfolio of projects, specifically focusing on the delivery of restricted-funded programmes and compliance with donor funding requirements. Reporting to the Director, Member Associations Development and Impact, the post holder will contribute to an improved culture of accountability and performance related to the timely implementation of projects and the successful delivery of programmatic results in line with IPPF Strategy 2028.

**Context of Role:**

IPPF manages a diverse portfolio of projects funded through various funding streams. To support successful project delivery, the post holder will ensure quality performance and risk data is analyzed and utilized internally; strengthen the implementation of project management principles, processes and tools; and ensure select projects are supported, with a particular focus on project transitions, start-ups and closure.

This is a global lead role and will contribute to the MA Development and Impact Division with an emphasis on ensuring experience and learning from restricted funded and earmarked programmes are captured and utilized to inform strategic funding, new business development, and overall project management across the Federation.

This role will work closely with MA Support and Development, Finance, Donor Relations and Fundraising, Risk and Assurance, and Strategy and Planning teams.

**Deliverables:**

- To guide and oversee an effective project management system and approach that provides for appropriate standardisation, supports the Secretariat and Member Associations in implementing best practices, and allows for clear responsibility, accountability, and performance of projects funded through primarily restricted and earmarked sources.
- To ensure effective systems and processes are in place to manage and monitor compliance with donor agreements and contracts. This will include pre-agreement assessments in relation to risk and ensuring appropriate levels of oversight and accountability are in place. On occasions, the same will be applied to complex unrestricted funding, where it is critical to incorporate.
- To facilitate the strengthening of programme integration and alignment with IPPF Strategy across the project portfolio.
- To coordinate a regular Project Review process at Secretariat level to ensure effective project portfolio oversight.
- To assist with donor reviews and evaluations.
- To develop, maintain and disseminate tools, guidelines, systems and processes to support IPPF's successful delivery of projects.
- To ensure opportunities for knowledge sharing, learning, and reflection on improvements, both financially and programmatically, across projects to improve performance and restricted funding capacity.

- To develop and maintain strong working relationships with staff in the Donor Relations & Fundraising and MA Support & Development teams in developing proposals, setting up, managing and delivering key global projects both in the Secretariat and MAs, with a specific focus on staffing and management and rapid project start-up.
- To develop and maintain strong working relationships with staff in the Risk & Assurance, Strategy & Planning, and Finance teams to ensure alignment of systems and processes, particularly in relation to planning and budgeting, forecasting, due diligence and risk management.
- To undertake, as required, grant management responsibilities for specific restricted funded and earmarked projects.
- To build and maintain positive relationships and enhance the division's profile with internal and external stakeholders.
- To undertake any other reasonable duties as may be requested occasionally.

**Reporting/Management Responsibility:**

- Supervision/line management of project leads as required.
- Supervision of consultants and interns as required.

**Skills and experience:**

- Excellent project management skills to work with multiple stakeholders.
- Project management qualification (desirable)
- Excellent and proven analytical skills - both quantitative and qualitative data.
- Excellent verbal communication skills. Ability to influence and persuade others.
- Excellent written communication skills required to produce a range of documents e.g. guidelines/toolkits. Good people management skills to manage staff, consultants and interns.
- Strong organisational and time management skills required to multitask and to meet tight deadlines. Ability to balance priorities.
- Fluent English (required) – another language such as French or Spanish (desirable).
- Ability to work independently and flexibly as part of a team.
- Willingness to travel internationally as required.

**Technical expertise:**

- A qualification in the field of economics/health economics, international development or social sciences. (desirable)
- Advanced application in multi-country project management and delivery in developing countries. To include:
  - Experience in programme design, planning and implementation.
  - Experience of project financial management, including institutional programme budgeting and reporting.
  - Experience of managing complex government and other donor compliance and reporting requirements.
  - Experience of monitoring and evaluation of programmes and projects.
- Knowledge of contractual negotiations and legal aspects is desirable.
- Knowledge of sexual and reproductive health issues is desirable.

**Your Ethos:**

- Demonstrate an understanding of and commitment to safeguarding in a local and international context.

- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of workers' rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.