



JOB DESCRIPTION

Job Title:	Programme Manager
Line Manager:	Director of Policy
Team/department:	Centre for Metrics
Contract:	Full Time
Salary:	£60,000 - £75,000 per annum (dependent on experience)

Overview

At the Legatum Institute, we are focused on tackling the major challenges of our generation—and seizing the major opportunities—to ensure the legacy we pass on to the next generation is one of increasing prosperity and human flourishing. Our work focuses on understanding, measuring, and explaining the journey from poverty to prosperity for individuals, communities, and nations. We're looking for a proactive team player with an interest in socio-economic issues who will be responsible for the effective management and operations of the Centre for Metrics team, to ensure that team objectives are successfully delivered across multiple work-streams.

The Role

- Ensure the effective management and operations of the Centre for Metrics team to enable the Legatum Institute to effectively engage with the public/media, policy makers and thought-leaders.
- Ensure that team objectives are successfully delivered across multiple work-streams by orchestrating the activities of up to seven research analysts, policy analysts and data specialists.
- Recruitment and talent management activities as well as performance management including review of the team's work-product for accuracy, quality control and process control.
- Alongside Legatum Institute's leadership team, define and detail the objectives of the Centre for Metrics team, including milestones and required work activities.
- Structure the work activities of the team and of individuals so as to ensure the successful and timely delivery of the agreed objectives.
- Ongoing project management, including stakeholder communications; tracking of timelines, progress and activity backlog; assessment of impact; and driving of delivery.
- Leading of communications both internally and externally, including the presentation of Prosperity Index publications and findings.

The Requirements

- Deep quantitative and analytical experience; strong data and analytical skills, ideally rooted in a quantitative degree or field and experience in using this analysis to develop compelling fact-based written narratives
- A strong awareness of the need for accuracy, quality control and process control and good judgment about when to use initiative and when to consult
- Excellent in team management; able to define, prioritise and review individual workloads to ensure that the intended work product is met to a high standard
- Team leadership and establishes rapport easily; a capacity to motivate and inspire the team via a shared vision and the celebration of collective success but equally willing to serve others as a team player
- Tenacious and resilient; able to propel the team's activity forward with a positive and proactive 'can do' attitude and share in collective success.
- Strong written and verbal communications, able to present problem statements, concepts and conclusions to a variety of internal and external stakeholders including experts and policy-makers
- Excellent IT skills – Excel, Word, PowerPoint and the ability to manage and guide others in the use of data analysis tools, e.g. Stata, SPSS, R and SQL

Special Requirements

- 5+ years' experience in a similar team management role
- Deep quantitative and analytical experience
- Interest in public policy, social and economic affairs

Relevant Skills

- Analytics
- Insight
- Managing
- Leadership
- Communication/ presentation
- Senior stakeholder management