****

**Project Manager UK SCREEN**

**Job Description & Person Specification**

**February 2021**

**Medical Aid Films & Context**

Medical Aid Films (MAF) is an award-winning UK-based non-profit that brings together world-class health and medical expertise with creative film makers from around the world, developing innovative media to transform health and well-being in low income countries. Utilising new technologies and innovative media platforms, we use film and animation to provide a cost-effective, sustainable and scalable way to empower health workers and communities with the skills and knowledge they need to save lives.

**The SCREEN Project**

The SCREEN project is a three-year programme creating and disseminating health films in Zambia. Excellent progress has been made during Year 1, and the project is currently at the start of its second year, and works with an in-country implementing partner operating adolescent health programmes across the country. The project aims to significantly increase remote and rural Zambian communities’ access to care by scaling up the dissemination of health education content addressing critical health gaps including SRHR, adolescent mental health, gender and GBV, and male involvement in maternal and child health. A suite of five films is currently in development. Once delivered the films will reach approximately 180,000 people in rural and remote locations, bringing measurable improvements in care seeking behaviour and practice and contributing to improved health outcomes amongst adolescent groups.

The project is additionally piloting a sustainable bicycle cinema concept aiming to harnesses the power of film to provide life-saving health information to remote communities in Zambia. Medical Aid Films’ main role is to support the set-up and initial implementation of the pilot through an additional in-country implementing partner.

The UK Project Manager will work closely with the Zambian based Project Manager, working collaboratively with the Zambian Ministry of Health (ZMoH) and our local partners.

**Job Description**

**Purpose & Key Responsibilities**

The role of Project Manager UK is initially a part-time, two days a week (preferably Tuesday & Wednesday), position for 12 months, with a likely extension for year 3. The role is currently home-based due to the coronavirus pandemic however when it is safe to return will be based in Medical Aid Films London office.

The key purpose and responsibility of the role is to provide management and oversight of the SCREEN project, including:

* Responsibility for overall project implementation according to project plans and deliverables
* Line management of the (Zambia based) Project Manager Zambia (part-time, 2 days a week)
* Financial & budget management, including financial reporting to the donor organisation
* Coordination between implementing partners in Zambia, the MAF Production Team, and technical advisor partners on specific health topics.
* Working closely with our Head of Evaluation & Learning to implement MEL framework and activities and our Production Manager to ensure delivery of films
* Liaison with the donor organisation where appropriate
* Compiling narrative & financial reports to donor requirements

***Accountability:*** The post holder will be line managed by Medical Aid Films CEO.

**Person Specification**

**Essential skills and experience**

* Strong project management skills and experience gained on International Development projects
* Experience of remote management of staff based in low resource settings
* Experience of partnership working with National and International NGOs in collaborative consortia
* Project finance skills and experience, for example budgeting & expenditure reporting
* Strong understanding of Monitoring, Evaluation & Learning (MEL) and experience of implementing MEL activities as part of project management
* Capacity for creative problem solving and working flexibly within a small organisation
* Demonstrable track record in producing concise and articulate reports on activity and results for both internal and external audiences
* Well organised and able to meet deliverables

**Desirable**

* Health communications experience
* Experience of working in Zambia

**Terms of appointment & How to Apply**

This is a part-time (two days a week) role, initially with a 12-month fixed contract, expected to be extended for year 3 of the project. The role is currently home-based but may in the future be based at Medical Aid Films’ office in Canary Wharf, London. An immediate start date is desirable.

Candidates must be eligible to work in the UK with no restrictions.

Medical Aid Films offers flexible working, an employer’s pension, supportive and friendly team. Salary approx. £32-35K.

Please apply with CV and a covering letter, detailing how you fit the job description and person specification to finance@medicalaidfilms.org. Applications will be considered on a rolling basis with interviews starting week of 1st March January 2021.