



School of
International
Futures

JOB DESCRIPTION TEMPLATE

Programme Manager

1. About the Role

Remote working with flexible hours | 3 days per week | £250/day | Initial 6-month contract with possible option of extension.

The Long-term Governance (LTG) practice works at the intersection of policy, partnerships and systems change, helping governments, institutions and networks make decisions that better serve current and future generations.

As our work continues to grow, we're looking for someone who can help bring structure to complexity without losing sight of emergence. This role sits at the heart of the LTG team, supporting ambitious programmes, international partnerships and convenings while helping colleagues move confidently from ideas to delivery. You can read more about our Long Term Governance work [here](#).

You'll work across projects, partnerships and workstreams, coordinating people, budgets, events and priorities while creating the conditions for collaboration, learning and impact. Some weeks you'll be planning an international convening or managing programme delivery; others you'll be connecting work across the practice, supporting coalition-building, or helping the team respond to new opportunities as they emerge.

We're looking for someone who enjoys bringing clarity without unnecessary bureaucracy, builds trusted relationships across diverse networks, and is energised by working in environments where priorities evolve. If you enjoy connecting dots, bringing people together, and creating calm in complexity, we'd love to hear from you.

2. About the School of International Futures (SOIF)

SOIF is a global non-profit collective helping people transform the present through structured thinking about the future.

Our vision is an equitable and sustainable world for current and next generations. We work with citizens, organisations, and leaders to strengthen long-term thinking, navigate uncertainty, and create positive change.

We are values-led, international, and largely distributed – our team spans multiple time zones, and we offer flexible contracts, job shares, and working arrangements that let people balance SOIF with other commitments. We are committed to building a diverse

and inclusive organisation and welcome applicants from all backgrounds, countries, and sectors.

3. Key Deliverables

The deliverables in this role are oriented around some core learning questions:

- How do we deliver complex programmes well while remaining responsive to emergence?
- How do we help distributed teams stay connected, coordinated and focused?
- How do we strengthen the systems, relationships and learning that enable SOIF's Long Term Governance practice to scale its impact?

<i>Programme Delivery & Coordination</i> <i><u>Outcome:</u> LTG programmes deliver on time, within budget, and with high quality</i>	• You will work closely with the Programme Lead and two co-Directors to translate ideas into clear plans, milestones and delivery rhythms. • You will help initiatives stay on track by coordinating people, timelines, and dependencies across multiple workstreams. • You will spot delivery risks early, helping the team think ahead rather than react. • You will create simple systems that help distributed teams stay organised and aligned.
<i>Convenings, Events & Travel</i> <i><u>Outcome:</u> Events and international convenings run smoothly.</i>	• You will coordinate workshops, retreats, international events, and travel logistics. • You will manage third-party suppliers, contracts, and operational arrangements. • You will ensure participants have a thoughtful and well-organised experience before, during, and after events.
<i>Budget & Programme Operations</i> <i><u>Outcome:</u> Programme finances and reporting are well managed.</i>	• You will oversee programme budgets, with particular attention to third-party costs and financial visibility. • You will lead on capturing impact across the practice and demonstrate this to funders through informal and formal reporting
<i>Cross-workstream Coordination</i> <i><u>Outcome:</u> Different LTG initiatives stay connected.</i>	• You will connect people, projects, and ideas across LTG so that learning travels across the practice. • You will identify opportunities for collaboration between programmes and partners. • You will help colleagues navigate competing priorities and maintain visibility across multiple workstreams, supporting the Programme Lead with management. • You will gather information that helps the team make better decisions.



Programme Learning & Emergence

Outcome: Programmes adapt as opportunities emerge.

- You will help the team adapt plans when contexts, partnerships, or opportunities change.
- You will capture lessons and insights so that learning improves future work.
- You will contribute to a culture where experimentation, reflection, and continuous improvement are part of everyday delivery.
- You will help balance enough structure to deliver well with enough flexibility to respond to what emerges.

4. Experience, Skills and Attributes

Essential experience and skills

We're less interested in finding someone who ticks every box than someone who brings the right combination of experience, judgement and approach.

You'll likely bring experience of:

- Coordinating complex programmes involving multiple partners, workstreams or international stakeholders.
- Building trusted relationships across organisations, coalitions or networks.
- Delivering high-quality events, convenings, or collaborative initiatives from planning through to delivery.
- Managing budgets, timelines, and operational processes with confidence and attention to detail.
- Working comfortably in fast-moving environments where priorities evolve, and plans adapt.
- Helping teams stay organised, connected and focused while creating space for learning and continuous improvement.

You'll probably thrive in this role if you:

- Enjoy creating clarity from complexity without over-controlling.
- Are naturally collaborative, proactive, and relationship-oriented.
- Can balance strategic thinking with practical delivery.
- Stay calm under pressure and use sound judgement when navigating competing priorities.
- Are curious, adaptable, and comfortable working with emergence rather than certainty.

5. Growth & Development

At SOIF, we encourage everyone to continue developing their craft, contribution, and influence through the opportunities available in their role. While growth is not a contractual requirement or linked directly to contract renewal, team members are encouraged to use the SOIF Growth Map to identify opportunities to deepen their expertise, take on stretch opportunities, strengthen relationships, contribute across practices, and support organisational learning. Growth conversations form part of regular development and renewal discussions and are intended to be supportive and future-focused.

6. Our Values

At SOIF, our work is guided by a shared set of values that shape how we work with one another, our partners, and the communities we serve.

In our work with partners and clients, we are guided by:

- **Commitment to social justice** – working towards a more equitable and sustainable world for current and future generations.
- **Respect for complexity** – recognising that meaningful change requires curiosity, systems thinking, and openness to different perspectives.
- **Empowerment through participation** – creating space for people and communities to shape the futures that affect them.

Within our team, we value:

- **Collaboration** – working generously across practices, projects, and geographies.
- **Communication** – sharing openly, listening well, and keeping one another informed.
- **Transparency and trust** – building strong relationships through honesty, accountability, and integrity.
- **Quality and proportionality** – delivering work that is thoughtful, high-quality, and appropriate to the context and need.

We also encourage the thoughtful use of emerging technologies, including AI, to improve productivity and impact, while always applying professional judgement, protecting confidentiality, and recognising that these tools complement rather than replace human expertise.

7. Expectations

All SOIF team members are expected to:

- **Deliver high-quality work** and take ownership of agreed outcomes and commitments.



- **Build positive relationships** and collaborate effectively with colleagues, partners, clients, and networks.
- **Communicate proactively**, sharing information clearly and raising issues, risks, and opportunities early.
- **Learn, adapt, and contribute**, supporting knowledge sharing, reflection, and continuous improvement across the organisation.
- **Work flexibly across projects, practices, and emerging priorities**, contributing where your skills and experience add the greatest value.

8. Ways of Working

SOIF is a distributed, international organisation, and we place a high value on trust, flexibility, and ownership. We care more about outcomes than where or when work happens, and we rely on people to communicate proactively, manage their commitments, and work collaboratively across teams, projects, cultures, and time zones.

Many of our roles evolve as opportunities, funding, and priorities change. As a result, people who thrive at SOIF are often comfortable with ambiguity, curious about new ideas, and willing to step into emerging opportunities. We value people who can connect dots, build relationships, and work across different communities, practices, and perspectives to help move our mission forward.

Above all, we look for colleagues who are collaborative, generous, and committed to creating a positive impact. We believe the best work happens when people support one another, share learning openly, and contribute in ways that are sustainable for themselves, their teammates, and the wider organisation.

9. Diversity, Equity and Inclusion

SOIF is committed to building a diverse, inclusive, and equitable organisation that reflects the communities and futures we seek to support. We welcome applications from people of all backgrounds, identities, experiences, and perspectives; diverse teams make better decisions, ask better questions, and create more meaningful impact.

All qualified applicants will be considered without regard to race, ethnicity, nationality, religion, disability, gender identity or expression, sexual orientation, age, veteran status, or other protected characteristics. We are committed to making our recruitment and working practices as inclusive and accessible as possible.

10. Application Process

You can be based anywhere, but +/- 5 hours from the UK is preferred to allow for sufficient overlap time with other team members.

We particularly encourage applications from people in the Global South for this global role.

To apply, please submit your CV and cover letter via soif.org.uk/jobs. Please also respond to the following four questions:

1. Describe a specific instance in your career where a well-structured programme you were managing faced a sudden, significant change in context or priorities. What specific steps did you take to adapt the plan, and how did you balance this emergence without losing control of the budget or timeline
2. Describe a time during an event or convening where you successfully moved people from a transactional mindset (what can I get out of this) to a relational one (how can we collaborate)
3. Managing remote, international teams can easily lead to silos. Tell us about a specific system, routine, or ritual you personally introduced in a past role to help a distributed team stay aligned and connected
4. How would this role enhance or align with your personal purpose?

The **closing date for this role is Thursday 30th July at midnight BST**

First-round interviews will likely be in w/c 17th August and second-round will be in w/c 24th August.

Use of AI in Applications

We welcome the thoughtful use of AI tools as part of the application process. However, we are interested in your thinking, judgment, experience, and communication style. Applications that rely heavily on generic or unedited AI-generated content may not demonstrate suitability for the role as effectively as authentic, reflective responses.

If you have any questions about the role, please get in touch with Diyana West, Programme Lead at diyana@soif.org.uk