

Mines Advisory Group (MAG)

# Appointment of Programme Delivery Director

- August 2025





# Who we are

MAG's Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG finds and destroys landmines and unexploded bombs to help some of the world's most vulnerable people stay safe and rebuild their lives after war. We also campaign for a landmine-free world, work to remove small arms from fragile communities, and deliver

innovative risk education lessons to those forced to live with the deadly contamination of conflict. We employ some 5,000 committed and highly skilled people in 30 countries and are regarded as a global leader in disarmament practice and policy. We have been pioneers in the development of approaches that put communities at the heart of decision-making, new detection methods and mechanical demining.

Since 1989, we have helped over 20 million people in 70 countries rebuild their lives and livelihoods after war. MAG shared the 1997 Nobel Peace Prize as a founding member of the International Campaign to Ban Landmines for our work to ban landmines. With our headquarters in central Manchester, MAG is registered in England and Wales as a charity and company limited by guarantee.

## MAG's Values

Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions.

Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

- DETERMINED – we work with purpose
- EXPERT – through excellence and expertise we build trust
- INTEGRITY – we strive to do the right thing
- COMPASSION – people come first in everything we do
- INCLUSIVE – we are inclusive, and we value diversity



# Our Strategic Plan

MAG is a humanitarian, development and peacebuilding organisation that limits the causes and addresses the consequences — both immediate and long-term — of conflict and armed violence.

Since MAG was founded in 1989, the evolving nature of conflict has led to new and escalating needs for those caught up in war and conflict. Climate change, food insecurity, the proliferation of weapons, pressure on aid budgets, and wider geopolitical tensions have led to contexts and consequences that are complex, varied and unpredictable.

**Our Strategic Framework for 2024 to 2028 is our compass for action for the next five years.**

Building on MAG's organisational maturity and the evolution of our programming while responding to new and emerging challenges, it will guide us as we seek to reduce the terrible human cost of armed violence and conflict.

It provides a roadmap not just for what we do but how we do it, and has been developed by talking with and listening to people in the communities we serve, our colleagues, the partners we work with and the donors who place their trust in us.

Our core aims for the next strategic period are twofold: to increase our impact and extend our influence.

- We will have the maximum possible positive impact on people affected by conflict and armed violence by delivering responsive, high-quality and high-impact programming at scale.
- We will harness our operational experience, our insight and our trusted partner status to bring about meaningful policy change at national, regional and global levels that benefits communities affected by conflict and armed violence.

The lives of millions of people in the world have been improved by the dedication of our brilliant and brave staff, the vast majority of whom are themselves from conflict-affected communities. Our new Strategic Framework is designed to ensure we are equipped to respond more effectively, at more scale, and with more impact in the years to come. It is designed to give our brilliant and brave staff the best chance of improving the lives of their families, friends, neighbours.

Its purpose, ultimately, is very simple: to enable us to save and change more lives than ever before.



# People and Structure

MAG is an exciting and professional place to work. We're proud to employ a global workforce of just over 5,000 individuals in 30 countries across Africa, Asia, Latin America, the Middle East and Europe.

We have a global workforce made up of over 60 nationalities, so you'll see that we value diversity with all our staff working closely together for a fantastic cause.

In line with our commitment to capacity building, approximately 95% of all staff are locally recruited, trained, guided and managed by around 170 international experts in the field.

Our style is open, dynamic and relaxed. Our people are at the heart of our organisation and we know they're our most important asset.

The Programme Delivery Director reports to the Director of Programmes. You will also manage our team of Regional Directors supporting our global portfolio of programmes.



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# Job Description

## Job Purpose

The Programme Delivery Director will be responsible for managing a team of Regional Directors with overall responsibility for ensuring the successful delivery of high quality, high impact programming across MAG's global programme portfolio. Working closely with regional and country teams, you will ensure that contracts are delivered in line with proposed objectives and that programmes meet both donor and internal compliance requirements. You will act as a focal point for convening meetings with other departments to ensure support to programmes is provided in a timely, coordinated and appropriate manner, and will be responsible for supporting programmes and regional teams in the day-to-day management of incidents. You will provide management oversight to business planning objectives, and where appropriate the delivery of strategic projects, and provide reports to senior level management on progress, risks and opportunities. You will work closely with Regional Directors in the development of new programme activities, supporting assessments, project planning, and project mobilisation.

## Job Description

### 1. Business Plan Development and Implementation:

- Lead the development of annual business plans in collaboration with the Regional Directors, aligning with MAG's Strategic Direction.
- Monitor the implementation of business plans to ensure alignment with the NGO's mission and goals.

Track progress against

- business plans and provide regular updates to the rest of the programmes team, other departments, & senior management.

Monitor programme and

- regional budgets through the reforecast and business planning process.

### 2. Management Support and Development:

Provide leadership to

- Regional Directors, ensuring alignment with MAG's mission, values, and strategic objectives.
- Serve as the primary mentor and support contact, offering guidance, resources, and feedback to foster their professional growth and effectiveness.
- Set clear objectives and expectations for Regional Directors, conducting regular performance evaluations to ensure they deliver on goals.
- Encourage a collaborative and adaptive approach to regional management, promoting cross-regional knowledge sharing and best practices.

- Address training and development needs within regional teams, facilitating capacity-building initiatives and promoting a culture of continuous learning and improvement.

Support Regional Directors in decision-making, empowering them to take strategic actions that drive programme success.

### 3. Liaison with other Departments:

- Coordinate with other support departments such as Finance, HR, Logistics, Security, IT, and Communications to ensure integrated support for regional and programme operations.
- Facilitate effective communication and collaboration between Regional Directors and support departments.
- Work with country and regional teams to ensure activities are implemented in line with relevant policies, procedures and frameworks.
- Convene escalation meetings with other departments as required in response to heightened risk around programme delivery, expansion and mobilisation.
- Work with PSP, Comms and Fundraising teams to ensure country visits by external actors are effectively coordinated with programmes teams.

#### **4. Human Resources Management and Workforce Planning**

- Collaborate closely with the P&C department to identify and address staffing needs at the programme level, ensuring teams are fully resourced to achieve operational goals.
- Proactively monitor staffing requirements across regions, working with Regional Directors to forecast staffing needs and identify gaps in a timely manner. Facilitate a rapid recruitment and onboarding and induction process in partnership with P&C to minimize disruptions in programme delivery.
- Support Regional Directors in implementing effective staff retention strategies to build sustainable teams and maintain institutional knowledge.
- Ensure that programme staffing aligns with MAG's commitment to diversity, equity, and inclusion, fostering a positive, respectful, and collaborative work environment.
- Support programme teams and the People and Culture Department to define training needs in programmes and the Programmes Department, and identify appropriate internal and external training.

#### **5. Incident Management and Risk Management:**

- Support the management of serious incidents, coordinating with Incident Management Teams (IMT) and the Crisis Management Team (CMT) in supporting serious incidents, ensuring that swift, effective responses and thorough follow-up actions are undertaken.
- Act as chair of the CMT when required.
- Develop and implement incident management protocols and ensure all Regional Directors and other Programme Department staff are trained and prepared.
- Serve as the escalation point for serious incidents and provide support and guidance to Regional Directors during crises.
- Act as the focal point for reviewing Programme Management Reports and Risk Management Framework to identify, assess, and mitigate risks across programme activities.

#### **6. Compliance and Contract Delivery:**

- Support full compliance across all programmes by ensuring activities are aligned with MAG's internal policies, donor requirements, and relevant legal and regulatory frameworks, maintaining high standards of accountability and transparency.
- Oversee the end-to-end management of contracts, from initial setup through to execution, ensuring all deliverables are met within the agreed timelines, budget, and quality standards.
- Collaborate with Regional Directors and support teams to implement proactive monitoring mechanisms, ensuring that contractual obligations and programme objectives are consistently met.
- Conduct regular compliance audits and reviews to monitor adherence to policies, procedures, and donor requirements, identifying areas for improvement and taking corrective actions as necessary.
- Facilitate capacity-building on compliance standards for regional teams, enhancing understanding of policies and best practices to reduce risk and improve operational alignment.
- Establish feedback loops with donors and partners, ensuring open communication on contract performance, financial stewardship, and programme achievements.
- Track emerging regulatory changes and donor expectations, advising Regional Directors and adjusting implementation strategies to remain in compliance and meet evolving requirements.
- Develop and implement continuous improvement initiatives based on audit findings, feedback, and best practices, fostering a culture of excellence in contract and compliance management across programmes.

## **7. Programme implementation and development:**

- Leverage data and feedback loops to help refine and improve programme delivery and operational efficiency, ensuring that programmes are both impactful and cost-effective.
- Analyse programme performance metrics to identify trends, challenges, and opportunities for optimization, sharing insights with Regional Directors to enhance overall effectiveness.
- Prepare and deliver reports on regional operations and programme performance for senior management and the Board of Trustees, highlighting achievements, risks, and areas for strategic investment.
- Guide and support Regional Directors in the development of new programmes, facilitating needs assessments, programme design, stakeholder engagement, and effective mobilisation of resources.
- Provide strategic oversight on resource allocation, collaborating with PSP, finance and operations teams to develop budgets and realistic timelines that align with programme needs and donor expectations.
- Ensure new programmes are strategically aligned with MAG's mission and goals, adhering to donor and regulatory requirements while remaining adaptable to evolving needs in complex field environments.
- Drive the integration of innovative tools and best practices across programmes to enhance implementation, foster collaboration, and ensure adaptability in rapidly changing operational contexts.
- Coordinate with the legal and compliance teams to meet registration and regulatory requirements for establishing new programmes in different regions, ensuring all operational standards are met.

## **8. Organisational Representation:**

- Represent MAG at the highest levels in external forums, including with international partners, donors, and governments.
- Work with programmes to ensure information is provided to the PSP Department that supports effective advocacy, visibility and resource mobilisation.
- Build and maintain relationships with key stakeholders, including partners, national and regional authorities and sector stakeholders in the HMA and AVR sectors.

This job description is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarise the primary duties and responsibilities of the post; this is not intended to be a complete and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when needed.

### **All staff are expected to undertake the following general duties:**

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Travel internationally, sometimes to developing countries and areas in conflict, as and when required.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.



# Person Specification

## Essential Experience:

- Senior management experience in an NGO with a focus on programme management and delivery.
- Understanding of donor contracting, requirements and policies.
- Experience of developing and implementing management structures and systems to improve delivery of activities.
- Strong understanding of core programme support functions including human resource management, logistics and procurement, national legislation and so on.

## Essential Skills and

### Knowledge:

- Excellent communication and interpersonal skills, able to influence at all levels.
- A proactive self-starter, capable of independent or team working, prioritising tasks, and meeting deadlines.
- Strong interpersonal skills with the ability to negotiate and influence to drive change.
- Solid project management and organisational skills, able to plan and manage a heavy workload.
- Strong leadership, with experience managing remote teams across regions.
- Ability to analyse complex programme environments and offer strategic advice to senior management.
- Understanding of geopolitical dynamics impacting security in MAG's operational regions.

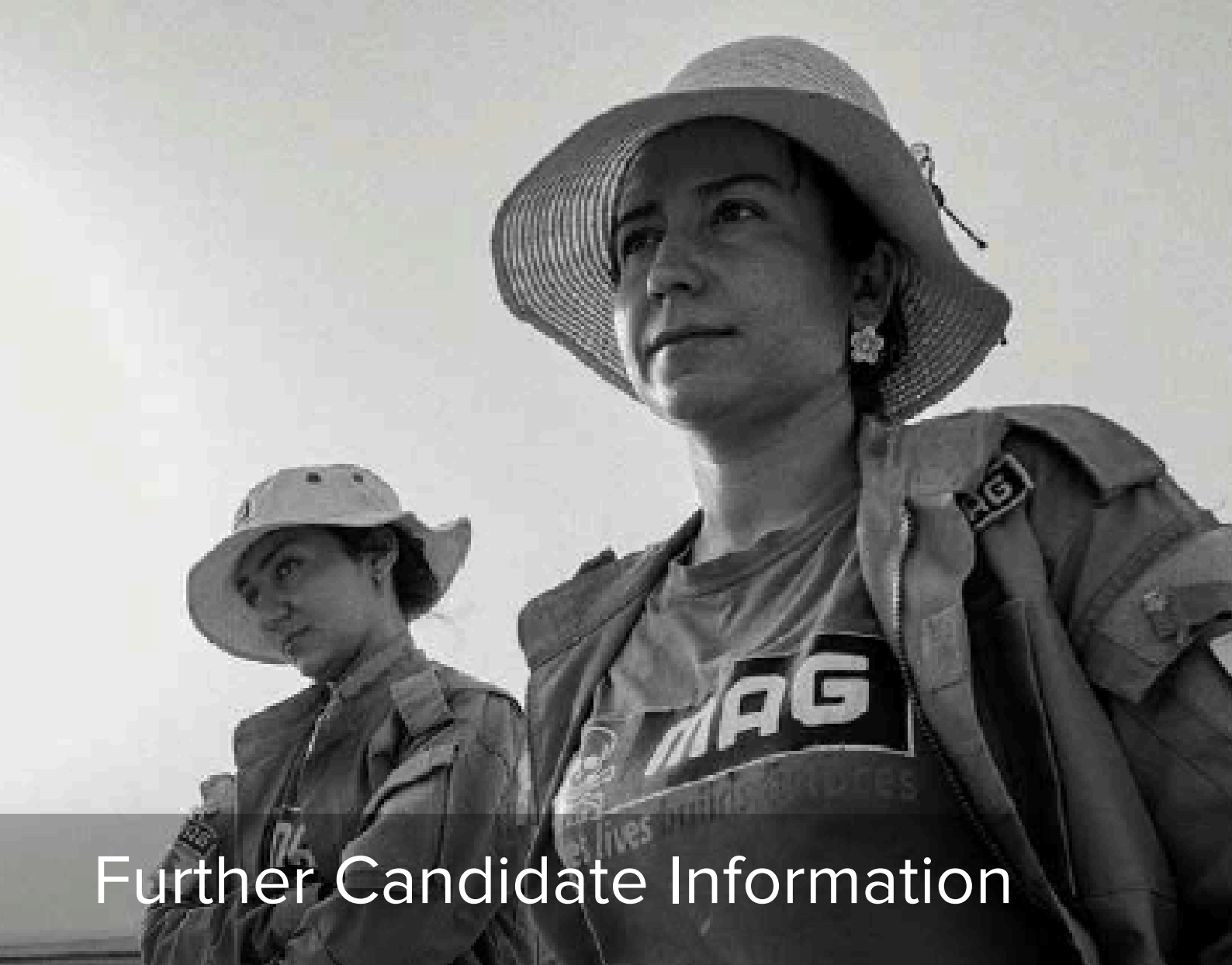
## Essential Aptitude:

- Strategic thinker, able to anticipate future risks and consequences.
- Strong problem-solving skills, making pragmatic, risk-based decisions under pressure.
- Collaborative, effective across departments and cultures.
- Proactive and enthusiastic, with the tenacity to see projects through to completion.
- Committed to MAG's mission, values, and approach.
- Willing and able to travel internationally, including to insecure environments.

## Desirable

- Advanced Degree in International Development, Conflict Studies or related discipline.
- Proficient PowerBi and ArcGIS user.
- Proficiency in additional languages relevant to MAG's operational areas (e.g., French, Arabic, or Spanish).
- Knowledge of humanitarian mine action and small arms light weapons programming.





# Further Candidate Information

This is a permanent, full time role. This role has been classified as 'UK remote', with the candidate based from home in the UK. This means the role can be undertaken from home and MAG would be responsible for any travel and accommodation costs should they need to attend MAG's Manchester city centre office. The postholder will also be required to travel overseas to visit MAG programmes on a regular basis, which will be paid for by MAG.

## **Remuneration**

The starting salary will be £76,535 per annum, plus contributory pension. This is based on a 37.5 hour working week. MAG has a system of incremental pay increases, based on length of service in the role.

## **Appointment and Background Checks**

MAG is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of the communities with whom MAG engages. MAG expects all staff to share this commitment through our Policy on Personal Conduct. We place a high priority on ensuring that only those who share and demonstrate our commitment to Safeguarding are recruited to work for us.

All post holders with MAG will undertake the appropriate level of training and are responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include police / criminal record and anti- terrorism checks.

You can access a copy of MAG's Background Checks Policy [here](#). You can find out more about our commitment to Safeguarding [here](#).

## **References**

All offers of employment will be subject to the receipt of professional references which cover your last five years of employment, and are satisfactory to MAG (and where appropriate for the role, verification of your professional membership and qualifications).

MAG requires references from your two most recent organisations, and which cover the entirety of the last three years of employment. Your referees should be your direct line managers and be official organisational references. If your most recent line managers are only able to provide personal references, we will require additional organisational reference details from you.

MAG also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Further information on MAG's reference checking process will be provided to the successful candidate.

#### **Police/Criminal Records Check**

In order to ensure MAG is fulfilling its safeguarding obligations, we require certain roles to undertake a Police/Criminal Records check. This role has been identified as requiring such a check on appointment, and once every three years during employment. You will also be required to make a criminal record self-disclosure on appointment. Further information on MAG's police/criminal records check process will be provided to the successful candidate.

#### **Responding to a Criminal Conviction**

MAG will not discriminate unfairly on the basis of a conviction or other information revealed, and is committed to equal opportunities in employment. Declaration or discovery of a criminal history will not automatically preclude a person from being or remaining employed.



#### **Anti-Terrorism**

To ensure compliance with donor requirements, all offers of employment will be subject to satisfactory screening through MAG's anti-terrorism software.

#### **Medical clearance**

MAG requires all employees to show they are likely to be able to give regular and effective service in the duties of the post. All offers of employment will be subject to medical clearance and the successful candidate will be required to complete a medical form. Asylum and Immigration Act 1996 You will need to show evidence of your eligibility to work in the UK. Further information will be provided when an offer of employment is made.

#### **Data Protection**

MAG is an international organisation with programmes worldwide, many outside the European Economic Area (EEA). In submitting an application to MAG you are agreeing, in accordance with the European General Protection Regulation 2018, that MAG can hold, transmit and use personal information, such as that contained in application forms and CVs, for the purposes of assessing suitability for employment with MAG or for project and proposal resourcing. This information can be stored in manual and/or computer form and due to the locations in which MAG works, may involve transmission outside of the EEA. You should be aware that protection of personal information may not be equivalent to the protection provided in the EEA.

However, MAG will seek to uphold the same standards of security and respect when processing your data across our organisation. Information will not be shared with third parties without express agreement between the individual and MAG during this process of application for employment. For unsuccessful candidates, all recruitment information collected during the application process will be confidentially destroyed twelve months following the end of the recruitment campaign.

#### **Application and Selection**

Application is by submission of the following documents to [humanresources@maginternational.org](mailto:humanresources@maginternational.org) by the closing date of **Sunday 31st August 2025**:

1. Up-to-date CV (max 3 pages),
2. Completed Candidate Profile Form,
3. Cover letter, setting out why you believe you are suitable for this position, and how you align to MAG Values.

Due to the high volume of applications we receive, we are not able to respond to every application with feedback. If you have not heard back from us within 3 weeks of the application deadline, it means that your application has not been successful.

#### **Interview Arrangements**

Interviews may be held using MS Teams. Where a face-to-face interview is preferred, reasonable travel expenses will be reimbursed where agreed in advance. Please advise us of any dates that you would not be available for interview if you were shortlisted. If you have been shortlisted, you will be contacted by email to confirm interview arrangements.



