

<b>TransForm Programme Manager</b> <b>JOB DESCRIPTION</b>
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TransForm is looking for a Programme Manager for a one-year position (renewable), preferably based in Brussels.

Application deadline: 13 September 2021

## About TransForm

TransForm: [TransForm, the Transnational Forum on Integrated Community Care](#), is a collaborative partnership of foundations from across Europe and Canada who share the vision of integrated, community-based care. TransForm is hosted by NEF (the Network of European Foundations). The NEF Secretariat provides the legal structure for TransForm and will issue the contract for the Programme Manager.

In collaboration with its growing coalition of practitioners, researchers and advocates, TransForm has worked to put integrated community care (ICC) on the health and care agenda, assembling national delegations of advocates from all disciplines and backgrounds to form a movement towards better community health and care. TransForm is now seeking for a Programme Manager to steer its 2<sup>nd</sup> phase. With its second phase, TransForm aims to build, mobilise and reinforce the field of ICC through strategic investments in practices, knowledge sharing, research and capacity strengthening.

## About the position

### Key Responsibilities

The TransForm Programme Manager will play a lead role in coordinating TransForm in three key areas:

- Supporting the Changemakers Forum<sup>1</sup> for ICC;
- Growing the momentum and further building the movement of ICC through deepening the knowledge, communications, and advocacy components of the programme;
- Coordinating the TransForm coalition, which includes its Steering Committee of Foundations as well as other key partners in the field of ICC.

### Summary of Duties:

- To serve as a first point of contact for current and prospective Changemakers Forum participants and to back their own learning and institutional growth through hands-on capacity building activities to be determined and co-created together with participants;
- To work with the TransForm Steering Committee of Foundation Partners to develop specific programme activities as TransForm transitions into its 2<sup>nd</sup> phase and ensures capitalisation and knowledge exchange from the community of practice on ICC gathered through the Changemakers Forum;
- To identify and network with stakeholders at European and international level whose work aligns with ICC, so as to grow the TransForm coalition that advocates for a change in health and care systems in Europe and Canada post Covid-19 (EU policy field or funding instruments; NGOs alliances, social movements, etc...)

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<sup>1</sup> The forum will serve as an international advisory group and learning community for TransForm, connecting participants aligned with ICC principles across Europe and Canada

- To support the development of the evaluation framework to grow the evidence base and investment case for integrated community care (eg establish proof of concept around principles-based evaluation framework for the 7 ICC effectiveness practices);
- To contribute to the preparation of Transform conferences and other community events (format to be agreed by partners, and depending on Covid regulations)
- To manage programme operations in coordination with the NEF Secretariat, including reporting, budget management, regular communications (website, blog, newsletter management), and other administrative duties as needed.

## **Main Responsibilities**

### **Changemakers Forum and Learning**

- (i) To manage the Transform Changemakers Forum for ICC (design, programming, implementation, evaluation),
- (ii) To harvest the outcomes of the Forum and bring them further
- (iii) To work closely with the Changemakers participants on their own learning agendas, assisting in the planning and coordination of the convenings/exchange visits and other capacity development activities
- (iv) To harvest the best practices of TransForm's network of partners and practices at local/national level and support the international learning exchange
- (v) To develop the evaluation approach and cases within TransForm (principles-based evaluation framework)

### **Networking and advocacy**

- (i) To identify entry points and/or partners relevant for TransForm to increase its footprint at the EU/international policy arena (policy debates, EU funding instruments, One Health...)
- (ii) To build and maintain contacts with a large spectrum of stakeholders: networks and initiatives that share ICC values and principles
- (iii) To outreach with Steering Committee members to other funders whose strategies align with ICC
- (iv) To represent TransForm in meetings or committees where ICC could be promoted (Next Generation EU and PNRR, ...)

### **Communications**

- (i) To be responsible for updating the TransForm website so that it is up-to-date and producing regular newsletters and blogs
- (ii) To ensure that the knowledge generated through TransForm is translated into robust communication products and disseminated beyond the website
- (iii) To support the collective reflection of foundations partners in mainstreaming ICC at their national level

## **Requirements**

- 5+ years in the non-profit/ philanthropic field, including programme management;
- Demonstrated knowledge of the health and social sector with an interest for integrated community care;
- Proven track record in managing partnerships and building alliances or in accompaniment process;
- Practical experience of programme planning, implementation and reporting;
- Proven ability to work with a large number of stakeholders and build strong working relationships;
- Ability to think strategically and creatively;
- Excellent communicator and writer (Fluency in English is a must, another European language is an asset);
- Proven experience in facilitation of a consensus working practice;

- Experience in evaluation is a plus;
- IT skills : Microsoft Office, Word Press (or familiar with website updates), and Social Media.

## **Contract and Conditions**

This role can be through a consultancy or employee contract.

Salary aligned with Brussels-based similar positions and experience.

80% to 100% FTE negotiable

Location: Preference for Brussels, other locations within Europe may be considered (if consultant).

One year contract with possibility of extension.

Send your CV and a statement of motivation to [info@nef-europe.org](mailto:info@nef-europe.org) by September 13th.

Interviews scheduled for last week of September, 1<sup>st</sup> of October.

Start date: as soon as possible.