



Transforming rural communities in Myanmar

Programme Officer

Role information pack



October 2026

Title:	Programme Officer
Organisation:	Health & Hope UK (HHUK)
Location:	UK
Reports to:	HHUK Executive Director
Contract:	Part-time, fixed-term (2 years) 20 hours per week

Context:

Our primary charitable objective at Health & Hope UK (HHUK) is to relieve and prevent poverty, support sustainable development and emergency relief initiatives, and advance the Christian faith in South and South-East Asia.

We work closely with local partners who share our vision and values and who can effect change at the local community level. We provide programme and technical support, training, fundraising and capacity strengthening to promote the efficiency and effectiveness of our partners.

The military coup in February 2021 caused a significant change in our programme activities and operational context, causing us to pivot to include the delivery of humanitarian relief. We have broadened our scope of work to meet the growing needs, reaching over 800 villages with healthcare, humanitarian relief, education support and livelihood development.

Despite the hugely difficult and challenging operating context, it is an exciting time to join our small, passionate and committed team. You will play a leading role in working with our partners on the implementation of a new health grant, as well as supporting the delivery of other current projects.

We are looking for a flexible, experienced and committed Programme Officer to help work directly with our local partners, while also supporting a range of general operational activities to increase the organisational capacity of HHUK and our implementing partners.

Job Purpose

The Programme Officer role provides oversight and support to HHUK implementing partners in the design, delivery, and reporting of field-based programmes across the whole project cycle. This includes giving capacity building support, development of grant applications and reports, and supporting the HHUK Executive Director across a range of operational activities in the UK.

The role is an integral part of the UK team, reporting to the HHUK Executive Director, working closely with our partners and other members of the HHUK staff and volunteer team. A specific part of this role will be focused on the implementation of a newly awarded health grant.

Key outcomes

1. Promotion of HHUK's Christian ethos and foundation.
2. Oversight and support to HHUK's key partner HHM and other implementing partners in the design and delivery of field-based projects across the project cycle from project conception, needs assessment, project design, proposal development, budgeting, MEAL, implementation and issue management, donor relationship management, reporting, compliance, and financial management. Specifically to this role, this will require oversight of grant compliance with US Government funding.
3. Support the professional development and capacity strengthening of HHM and other implementing partners including the development and application of appropriate operational policies for both HHUK and its partners, acting as the day-to-day go-to person for operational questions and support for partner staff, and as the bridge between HHUK and its partners. This will include working in cross-cutting areas such as safeguarding and prevention of sexual exploitation and abuse.
4. Support the HHUK ED in a range of operational activities to increase our organisational capacity.
5. Support the development of grant applications, funding proposals and reports which include a more technical component such as large foundations or institutional donors, due to the role's insight into detailed workings of the project, and the close relationship developed with partner staff.
6. Support the growth of HHUK as a Christian relief and development charity.

Key areas of responsibility:

1. Promote and maintain HHUK's Christian ethos and foundation

- Actively live and work in accordance with the Christian ethos of the organisation, taking personal responsibility for how your individual attitude and actions impact on the Christ-centred working of Health & Hope.
- Actively participate in the spiritual life of the organisation in the following ways:
 - Model Godly character in all aspects of conduct;
 - Pursue and maintain your Christian faith through ongoing personal spiritual development, active involvement in a Christian church and through a personal relationship with God;
 - Contribute to worship, prayer and biblical reflection during collective prayer times, joining with colleagues in praying for the work of the organisation;
 - Provide support and spiritual encouragement to colleagues, in line with biblical principles;
- Assist in ensuring that the services we provide actively promote, maintain and articulate the Christian ethos as laid out in our Ethos and Statement of Faith.
- When visiting partners, honouring the authority, leadership and practices of the local church. Actively participate in the life of the local church and our partners, contributing to worship, prayer and biblical reflection when invited.
- Fully adhere to the HHUK Code of Ethics and Code of Conduct.
- Fully adhere to our safeguarding and PSEA policies to protect all children and adults from all forms of harm and abuse, noting reporting mechanisms and promoting safeguarding and PSEA as cross-cutting themes in our work.

2. Oversight and support to HHUK partners

- Build strong supportive relationships with HHUK implementing partners.
- Support the local team to deliver high quality projects through project and budget management, with a particular focus on the implementation, oversight and reporting of the recently awarded grant.
- Proactively support the HHM team to jointly produce high quality written documentation and budgets for each project.
- Oversee the production and presentation of high-quality narrative, indicator and financial reporting, ensuring timely reporting on the impact of the work for donors and supporters.
- Support the development and implementation of appropriate MEAL systems, methodologies and data collection tools to monitor project performance, demonstrate impact and promote organisational learning.
- Support partners to strengthen the quality, collection, management and use of programme data, including through digital data collection systems such as KoboToolbox.

3. Support the professional development and capacity of our partners.
 - Work with the HHUK ED to develop and implement a capacity strengthening plan for HHUK partners.
 - This role requires a specific focus on strengthening the MEAL systems in both HHUK and HHM.
 - Maintain regular communication with our partners, particularly our key partner HHM.
 - Implement specific action plans relating to safeguarding and PSEA.
 - Identify and support a network of experts who can equip the local team with specific skills to support the delivery of projects in the field.
4. Support the HHUK ED in a range of operational activities.
 - Depending on candidate experience and training, support the HHUK ED across a variety of HHUK operational activities including but not limited to:
 - IT, systems and communications.
 - Development and implementation of appropriate policies, procedures, systems and good practice within HHUK and key partners.
 - Financial reporting.
5. Development of grant applications, funding proposals and reports
 - Support the development and timely submission of high-quality project applications and donor reports, coordinating with partners to secure the information required, with a particular focus on our new institutional grant.
 - Actively support the development of existing implementing partnerships with international and local NGOs.
 - Work with partners and supporters to build confidence in the work of Health & Hope and be an advocate for support of HHUK's work.
6. Support the growth of HHUK as a Christian relief and development organisation
 - Represent Health & Hope at key meetings and supporter events in the UK.
 - Support the fundraising and communications work of the HHUK as required.
 - Support the HHUK Executive Director in reporting to the UK Board of Trustees in areas related to your role, ensuring risks to progress are discussed with your line manager as soon as possible.

Scope and authority:

- You will report to the Executive Director of HHUK.
- You will work alongside implementing partner staff through email, messaging, conference calls, face-to-face meetings and possible field visits depending on candidate and operational circumstances.
- You will provide support to our partners in conjunction with the HHUK ED. You will review and agree with the ED the areas of support required to our partners and operate with delegated authority within these boundaries. For example, you will support the development of existing projects with the team, however decisions regarding a major change of project purpose or activities, budgetary spend, training / capacity strengthening initiatives or new project development will need to be discussed with the ED.
- You will support the development of projects as required to ensure risks are mitigated and the integrity of the organisation is upheld.
- You will respect the leadership and authority of the senior management team of our implementing partners.

Note:

This job profile is not intended to be exhaustive but a guide to the main areas of responsibility. Any substantial changes to this job profile will be discussed fully with the post holder.

Person Specification

We are looking for someone who is servant-hearted and has a heart and passion for the work HHUK supports. We recognise this is a wide-ranging role and are keen to hear from applicants with a range of experience.

The person must be an experienced team player who is keen to serve the work of local people and the local church overseas responding to the humanitarian and development challenges which face local communities in Myanmar, particularly at this current time. The person should be able to draw on their development experience and apply strong programme management skills across our work in health, education, humanitarian relief and livelihoods.

The ideal candidate will be keen to get involved at all levels of the organisation and happy to take initiative across a broad range of activities. They will be able to provide advice and guidance to our partners, facilitate their development, and apply their professional skills to producing high-quality project documentation and support. This will be done in a way which builds up the local team and encourages independence rather than dependence.

The candidate must also be confident in working with colleagues from partner organisations and an effective communicator of our work to donors. The candidate should have experience of and enthusiasm for working with supporters and donors.

The candidate must be flexible to cope with challenges in their workload and be creative, innovative and proactive to respond to challenges and constraints which arise throughout the day-to-day work. They must be able to develop strong supportive working relationships with colleagues at a distance.

The candidate must be able to work remotely from their home with independence and initiative. The candidate must have experience in working cross-culturally, preferably having spent a part of their career either living or working with partner NGOs / churches overseas.

Above all they must be servant-hearted in their character, dependent on Christ and be able to work under our Christian Ethos and Statement of Faith.

There is an occupational requirement for the Programme Officer to have an active personal commitment to the Christian faith.

We are committed to ensuring that children and adults are protected from all forms of harm and abuse, and able to live a life with dignity, respect and security. We believe safeguarding is everyone's responsibility and as such all of our staff and representatives must be aware of their responsibilities to prevent harm, exploitation and abuse and report any suspected or actual incidents.

All personnel affiliated with Health & Hope must uphold the highest standards of conduct. We take all reports of wrongdoing by our staff or associated personnel seriously. Sexual exploitation and abuse violate universally recognised international standards and harm victims. We require our partners to share our commitment to safeguarding and we support them to do so.

The motivation for our work comes from our shared faith in Jesus Christ. In Matthew 22:37-40, Jesus highlights the greatest commandments; to love the Lord your God with all your heart, soul and mind and to love your neighbours as yourselves. We are witnesses of Christ's saving grace in our own lives and seek to demonstrate his sacrificial love through the outworking of these commandments in our service of others. Hope, faith, love and practical action are the hallmarks of our work. For more information on our Christian ethos and foundation, please see our Christian Ethos and Statement of Faith.

Please note this role is a fixed-term contract, which is designed to focus on our new grant as well as current projects. There may be an opportunity to extend the contract, depending on project progress.

We recognise that candidates may bring different combinations of experience and do not expect applicants to meet every desirable criteria.

	Essential	Desirable
Christian Ethos		
Active personal commitment to the Christian Faith and a local church with the ability to promote the Christian ethos of HHUK	✓	
In agreement with and committed to respect and work within HHUK's Christian mission, vision, ethos and statement of faith	✓	
Willing and able to pray for supporters, colleagues and local communities whom we serve	✓	
Education, qualifications, and experience		
Educated to degree level or above	✓	
Master's level qualification in developmentrelated studies		✓
Project management qualification (e.g. PDPro Foundation level)		✓
At least 3 years' experience working in a relief/development organisation (or equivalent), including experience of field-based programmes and travel.	✓	
Experience of working in South East Asia		✓
Worked with and alongside local churches and CSOs/FBOs overseas		✓
Experience working for a local or international Christian NGO		✓
Proven experience of project cycle management	✓	
Proven experience of writing high-quality project documentation & fundraising proposals	✓	
Proven experience of grant management and donor reporting	✓	
Experienced in running capacity strengthening workshops or training		✓
Proven experience of networking with donors		✓
Experience of developing M&E frameworks, methodology and reporting tools, particularly KoboToolbox & Power BI		✓
Experience in safeguarding and PSEA policy and practice		✓
Experience of working with US Government funding		✓
Skills and abilities		
Excellent project management skills	✓	
Ability to relate to a range of supporters	✓	
Excellent written and verbal communication	✓	
Confidence in project budgeting, financial monitoring and interpreting project financial information.	✓	
Highly IT literate, with strong working knowledge of Microsoft 365 and confidence learning new digital systems	✓	
Fluent English speaker	✓	
Experience of Salesforce for donor management		✓
Practical experience using KoboToolbox, ideally including designing and managing data collection forms using XLSForm (Excel), including skip logic, validation and calculations.		✓

Attitude		
Proactive, able to initiate work, plan and set goals, and move work forward.	✓	
Exceptional interpersonal skills with the ability to build strong and meaningful relationships both internally and externally	✓	
Conscientious and hard-working, takes pride in their work	✓	
Passionate about the cause and an eager desire to play a part in helping Health & Hope accomplish its mission	✓	
Team player who recognises the benefits of collective effort and fully committed to working with others, sharing information and achieving shared goals.	✓	
Joyful attitude – someone who takes delight in their interactions with others	✓	
Humble – able to serve others cross-culturally and considers others better than themselves	✓	
Servant-hearted, willing to learn and work as a team, willing to undertake training and continuous professional development	✓	
Ability and willingness to undertake ad hoc travel to visit donors, attend events or speaking engagements	✓	
Able to work independently with remote supervision while also working collaboratively	✓	
Ability to work to deadlines where required	✓	

Information for Applicants

Job Title:	Programme Officer
Salary:	Range: £34,000-35,000 per annum, pro-rata, dependent on experience
Hours:	Part time (20 hours per week). To be split across 4-5 days with attendance at weekly project steering meetings required.
Term:	This role is a fixed term contract for 2 years, with a possibility of extension (see above).
Location:	HHUK is a small charity currently with no physical office. Staff work from home and will need a stable broadband internet connection. IT equipment will be provided. HHUK staff meet regularly virtually during the week and physically at least once a term.
Hours of Work:	Office hours 09:00-17:00, Monday to Friday. Occasional evenings/weekends required to attend supporter events or for partner meetings outside these hours.
Travel:	Limited UK national travel. Due to the operating context, there is very limited opportunity for overseas travel which depends on the operational circumstances of the projects.
Annual Leave:	28 days pro-rata. In addition, paid leave is provided between Christmas day and New Year's Day. Bank holidays are not given as paid leave and will need to be taken out of your allowance if required.
Pension:	5% employer contribution to the HHUK workplace pension scheme, subject to the applicable auto-enrolment requirements.
Development:	HHUK seeks to enable each team member to develop to their full potential through a performance review process and ongoing opportunities for external and internal training, as appropriate and subject to available budget.
Probation:	Six months.

Interested?

If you would like an informal discussion about the role, please contact Miles Jarvis, Executive Director at miles.jarvis@healthandhope.org or call 020 4558 6001.

To apply, please submit your CV and covering letter to info@healthandhope.org by 2 November 2026.

In your covering letter please give specific detail as to how your experience and skills would make you a suitable candidate for this role, referring specifically to the job description and person specification where needed.

Closing date for applications: 2 November 2026.

Likely interview dates: Week commencing 9 November 2026 (to be confirmed).

We look forward to hearing from you.