

Project and Portfolio Manager

Background to the Centre

The Centre for Disaster Protection (the Centre) works to ensure disaster financing delivers effective and equitable protection for people at risk. The Centre is a technical and policy advisory organisation focused on improving how the world plans and pays for disasters. Combining advisory, training and learning services with rigorous research and global influencing, we work to ensure disaster risk management and risk financing are more proactive, evidence-based, impactful and leave no one behind. The Centre has three strategic goals to achieve its vision and mission;

- Supporting countries and organisation better plan and pay for disasters.
- Encouraging significantly more international crisis financing is arranged ahead of disasters.
- Promote international financing architecture that drives better protection for people at risk.

Additionally, we are focused on building effective systems and processes for people and operations that support the Centre, ensuring our people to do their best work through safe challenge, promoting and integrating diversity, equity and inclusion.

The Centre is funded with UK aid through the UK government. Read more about us in our [updated strategy \(2025-2030\)](#) and find out more at www.disasterprotection.org.

The role

The **Project & Portfolio Manager (Operations)** provides project, portfolio and operational support across assigned areas of the Centre, helping to enable the successful delivery of programmes, projects and strategic priorities.

Working closely with functional leads and colleagues across the organisation, the role brings structure, foresight and strong operational judgement to complex areas of work. Responsibilities span the project lifecycle, from responding to new requests, scoping work and developing delivery plans, through to implementation, financial management, reporting and close-out. The role acts as an operational business partner to delivery functions, to support in maintaining oversight of delivery, budgets, risks, dependencies and governance requirements, helping teams anticipate issues, make informed decisions and keep priorities on track.

The balance of responsibilities will vary across portfolios. Some will require more hands-on project and operational delivery, while others will require greater portfolio-level oversight, coordination and strategic project management support. In all cases, the role combines the bigger picture with the detail. This may mean contributing to discussions on portfolio priorities and risks with senior colleagues while also processing supplier invoices, checking supporting documentation, progressing procurement or contracting activity, maintaining project systems or following up an outstanding approval. Strong administration, attention to detail and compliance are therefore fundamental to the role.

The role requires the ability to build trusted relationships and the judgement to identify where project management can add value. The postholder will be expected to anticipate needs, identify risks and opportunities, propose practical solutions and take ownership of the processes that underpin successful delivery.

The postholder will also contribute to improving how the Centre works, sharing learning and good practice across the Operations Team and wider organisation. During the Centre's transition to a new host organisation, the role will support continuity of delivery, adaptation to new requirements and the embedding of effective new processes and ways of working.

Responsibilities

Duties may be flexible, and the following list is not exhaustive:

- Provide high-quality project and portfolio management across assigned functions, maintaining clear oversight of priorities, milestones, risks, issues, dependencies and budgets.
- Support projects across the full lifecycle.
- Provide the appropriate level of support for each portfolio, ranging from hands-on operational and administrative delivery to portfolio-level planning, oversight and coordination.
- Work closely with functional and project leads to understand priorities and provide proactive support, insight and appropriate challenge.
- Prepare, maintain and monitor project and portfolio budgets, forecasts and financial reporting, ensuring information is accurate and risks or variances are identified early.
- Review and process supplier invoices and supporting documentation, resolving discrepancies, obtaining required approvals and maintaining appropriate financial records and audit trails.
- Support procurement and recruitment activity, including preparing documentation, coordinating approvals and helping identify appropriate expertise and delivery partners.
- Coordinate contracting and onboarding of suppliers, consultants and partners, ensuring relevant requirements are completed before work starts.
- Manage suppliers and consultants throughout assignments, including deliverables, budgets, performance, contract changes, invoicing and close-out.
- Support compliance, due diligence and vetting processes, ensuring documentation is complete, accurate and appropriately recorded.
- Establish and maintain proportionate project governance, planning, reporting, risk and action-management processes.
- Set up and maintain projects within relevant financial and project-management systems and keep registers, trackers, databases and management information accurate and up to date.
- Monitor progress against plans and work with project and functional leads to address delays, risks and emerging dependencies.
- Coordinate internal teams, external partners and other stakeholders through clear and effective communication.
- Support the preparation and quality assurance of project documentation, reports and outputs, including practical support with formatting, presentation and completeness where required.
- Support the planning and delivery of events, workshops, convenings, travel and other operational activities where required.
- Contribute to bids, funding opportunities, stakeholder engagement, reporting and other cross-functional or strategic activities where appropriate.
- Identify and implement practical improvements to systems, processes and ways of working that enhance efficiency, visibility, quality or decision-making.

- Contribute actively to the Operations Team by sharing knowledge, tools and learning and providing additional capacity support during busy periods.
- Support the Centre's transition to a new host organisation, maintaining continuity of project and portfolio delivery and adapting operational processes as requirements evolve.
- Provide on-the-ground support for delivery of Centre events where needed (in the UK or overseas).

Skills and experience

- Experience managing multiple projects, workstreams or portfolios in a complex delivery environment.
- Strong organisational judgement, with the ability to prioritise effectively, manage competing demands and maintain focus on both detail and overall delivery.
- Good financial and commercial awareness, with confidence working with budgets, forecasts, contracts and suppliers.
- High levels of accuracy and attention to detail, with a clear understanding of the importance of compliance, record-keeping and auditability.
- Strong stakeholder-management skills, including the ability to work effectively with senior colleagues, external partners and suppliers.
- Clear and adaptable communication skills, with the ability to present information concisely and tailor messages to different audiences.
- A proactive, solutions-focused approach, with sound judgement and the confidence to work independently while knowing when to escalate.
- Comfortable working in a changing environment, with the flexibility to move between strategic oversight, practical delivery and detailed administrative tasks.
- Collaborative and team-oriented, with a willingness to share knowledge, support colleagues and contribute to improving how the organisation works.
- Experience using project-management, financial or management-information systems would be advantageous.

The offer

This role is expected to be offered on a fixed term contract basis, starting in November/December 2026 and running to June 2029, including an initial probation period of up to 4 months. The role will be contracted by DAI Global UK (or local partner/representative), who are the current Centre's managing agent.

The position is offered in the first instance as a position based in the UK. Whilst the role is primarily remote, regular visits to the Centre's office in the City of London will be required (UK based employees are encouraged to be in the office a minimum of eight days per month). Flexible, part-time and remote working arrangements will be considered. Applicants for the role must already have the right to work in the UK as relevant.

A competitive salary and benefits package will be offered depending on experience. Indicative gross salary range depending on experience within the Centre's job bandings, run between £36,000 and £51,000 per annum where the role is based in the UK. We anticipate appointing at the lower end of the salary band, commensurate with the level of experience and skills required for the role. The proposed salary will be confirmed at the offer stage.

The Centre is committed to building a diverse and inclusive workplace and so we particularly encourage applications from diverse backgrounds that are typically under-represented in this sector and from citizens of countries affected by disasters.

DAI is a global development company with corporate offices in the USA, the UK, the EU, Nigeria, Pakistan, and Palestine, and project operations worldwide. DAI tackles fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability; it works on the frontlines of global development, transforming ideas into action—action into impact. DAI is committed to shaping a more liveable world.

Application process

Interested applicants should apply via email to jobs_centre@disasterprotection.org, including a concise CV and a supporting statement (no more than 500 words) outlining your motivation for applying (250 words max) and the key qualities you would bring to the role (250 words max). Please include the subject line ‘Project Manager Application’

Any reasonable adjustment requests or questions about the role or the recruitment process should be sent to: jobs_centre@disasterprotection.org

The deadline for receiving applications is 11:59 pm (UK time) on 15 October 2026.

Please note that your data will be stored confidentially on DAI’s corporate database, which has restricted access for necessary DAI corporate staff only. DAI takes your privacy seriously. If you choose to, you may opt out of inclusion in our database at any point in time by sending an email togdpr@dai.com. See our Privacy Policy for details. Your data may be held outside of the EU and/or UK by one of the other DAI group companies with sufficient safeguards in place regarding security and use.