

## **JOB DESCRIPTION**

**Job title** Partnership Development Officer

This is one of three posts within the Tools for Self Reliance African artisan support programme team. The programme includes managing all aspects of partnership, project development and implementation and evaluation. Whilst each post has specific responsibilities it is expected that post holders will work as a team to ensure the success of the programme.

### **Grade 3**

This is a fixed term two year contract with the possibility of it becoming a permanent position.

### **Job purpose**

To manage and develop partnership relationships, and artisan projects.

### **Main duties and responsibilities**

- To develop a strategy for the Tools for Self Reliance Africa programme, and develop and implement existing policy in conjunction with other team members.
- To liaise, develop and maintain working relationships with partners, potential partners and other overseas organisations.
- To develop links with other UK development organisations working in the same areas as Tools for Self Reliance.
- In collaboration with partners to develop artisan support projects overseas.
- In collaboration with partners to manage, monitor and evaluate all joint projects, including processing tool requests.
- To manage shipping administration.
- To monitor and evaluate the Tools for Self Reliance Africa programme, in conjunction with other team members, the Chief Executive Officer and Trustees.
- To provide information about the artisan support programme to other staff members for fund raising and public awareness.
- To plan and budget for all areas of responsibility and ensuring that all activities are carried out within the agreed budget.
- To undertake other duties commensurate with the grade as required by the Chief Executive Officer.

### **Supervisory responsibility**

None.

### **Supervision received**

The postholder will be responsible to the Chief Executive Officer.

### **Absence from home**

The postholder may have to spend up to ten weeks per year away travelling overseas. There will be occasional evening and weekend work in the UK.

### **Special conditions**

There are no special conditions.

## Person Specification

### Essential

- Demonstrable understanding of development issues in Africa.
- Experience of managing relationships with African development organisations.
- Knowledge of developing partnerships with other organisations.
- Knowledge of socio economic issues pertinent to rural African societies.
- Ability to analyse and present information clearly, and experience of formulating project proposals.
- Demonstrable ability to communicate at a high level, both verbally and in writing.
- Demonstrable commitment to equal opportunities and in particular gender equity.
- Demonstrable ability to organise and prioritise workload.
- Demonstrable ability to work as part of a team and on own initiative.
- Demonstrable ability to use databases.
- Experience of working with people from different backgrounds and cultures.
- Empathy with the purpose and values of Tools for Self Reliance.
- Basic budgetary skills and able to work within limited resources

### Desirable

- Knowledge of the artisan sector in developing countries.
- Familiarity with Microsoft Word, Access and Excel.
- Ability to speak another language fluently, particularly KiSwahili.
- First Aid certificate.