

Africa Programme Manager Job Pack

About Tools for Self Reliance

Tools for Self Reliance is a medium sized international organisation that supports livelihood development projects for those without regular income to find meaningful employment and to secure an income that will support them and their families.

In the main, our projects provide people with vocational training opportunities which will equip them practical trade skills and knowledge of how to run their own businesses and maintain a healthy lifestyle. As part of our current strategy, we have broadened support to address issues and challenges in communities where our trainees live. This has included supporting WASH interventions and community awareness on issues such as FGM and early marriage.

Our Africa Programme is a key pillar in our work to support livelihood development projects. The Africa Programme Manager will play a key role in the management of our portfolio of partners in Malawi, Ghana, Sierra Leone, Uganda, and Zambia.

About the role

We are seeking a strategic thinker and programme implementer with a strong team player ethos, a 'can do' approach and who will contribute to a creative and supportive work environment. The successful candidate will have significant programme and project management experience, ideally including management of sizeable and multi-year institutional funded projects.

Working closely with our implementing partners, the Africa Programme Manager will bring to bear their measurable strategic and practical skills to ensure positive, sustainable impact through driving delivery on our key goals and objectives.

With a passion for meaningful and sustainable development initiatives and interventions, the successful candidate will have significant experience of working remotely with overseas partners, maintaining productive working relationships which enable effective management, delivery and monitoring of our projects. They will also be committed to being current on relevant sector thinking and good practice and will be motivated to invest in professional growth.

The Africa Programme Manager position is a complex and challenging function requiring strong prioritisation and co-ordination skills. Equally this position requires a team member who can co-ordinate well with colleagues across our UK programmes and our partners in Africa, delivering high quality work and showing good judgement, initiative, and perseverance.

The role will require significant international travel, so the successful candidate will need to be willing to travel.

Job Description

The work of the Africa Programme Manager will be varied and responsive to the priorities of the charity, in line with our strategic plan. This will include, but not be limited to:

Programme and Project Management

- Co-ordinate and manage the Africa Programme in line with the programme plan and in collaboration with teams in the UK.
- Work with implementing partners to develop proposals and support project delivery.
- Liaise with the Head of Fundraising to increase and diversify funding for projects, including gathering information and data from projects to inform funders on the outcomes and impact of projects.
- Liaise with the Leadership Team and Lead Trustees to drive and shape the growth of the Africa Programme, the projects supported, and the funding needed for this, including identifying opportunities to build multi-dimensional and multi-year projects with potential to be funded through major institutional funders.
- Plan and manage overseas visits and evaluations, identifying key activities and objectives for evaluations and ensuring adherence to all relevant health and safety issues under the travel policy.

Monitoring, Evaluation and Learning

- Lead on the development and implementation of appropriate MEL processes and support partners in the monitoring and evaluation activities.
- Liaise with the UK programmes to share project data and beneficiary feedback for donors, and as part of the overall communications strategy to support the website and other social media platforms.

People Management

Resourcing and building staff capacity for the Africa Programme is under development. Currently, the Africa Programme Manager is responsible for managing and supporting university students undertaking work experience placements. It is expected that additional staff will be recruited to join the team, and the Africa Programme Manager would play a key role in this process and be responsible for supervising team members.

This job description sets out the main requirements of this role but is not prescriptive. The post holder is expected to work flexibly and may be required to undertake responsibilities not specifically outlined above. Additional job responsibilities will be discussed and agreed with the Line Manager as they evolve.

Person Specification

Experience – Essential
<ul style="list-style-type: none"> • A degree in international development studies; an equivalent qualification or experience may also be considered.
<ul style="list-style-type: none"> • Experience of working in international development and of co-ordinating and managing overseas partnerships and projects.
<ul style="list-style-type: none"> • Demonstrated experience of programme management and the project cycle, including project planning and management, grant management and monitoring and evaluation.
<ul style="list-style-type: none"> • A proven track record in working with beneficiaries/project participants through programme feedback mechanisms.
<ul style="list-style-type: none"> • A proven track record of developing and delivering effective M&E systems, and using data and feedback to inform ongoing strategy and project delivery.
Experience – Desirable
<ul style="list-style-type: none"> • Experience of working on the delivery of multi-year projects funded through institutional grants, including using of high-level monitoring tools such as IATI.
<ul style="list-style-type: none"> • Demonstrated experience of contributing to reports (narrative, financial and beneficiary feedback) to donors and the ability to generate content for the web page and other social media platforms.
Skills
<ul style="list-style-type: none"> • Pragmatic strategic thinking, able to identify pursuable opportunities to develop the work of the charity and improve programme deliverables.
<ul style="list-style-type: none"> • Proven effectiveness in developing and articulating programme and project visions and goals.
<ul style="list-style-type: none"> • Strong organisational and time management skills, and the ability to be agile and flexible when dealing with competing priorities and unexpected change or delays.
<ul style="list-style-type: none"> • Demonstrable skills in administration, financial management, grant compliance and management, including tracking project activities, performance, and expenditure.
<ul style="list-style-type: none"> • Excellent communication skills and cultural sensitivity when engaging with partners, project participants, volunteers, supporters.
<ul style="list-style-type: none"> • Strong experiential understanding of quantitative and qualitative data processing and analysis and the use of standard MEL tools (Log frames, Theory of Change, etc.).

Terms and Conditions

Job title	Africa Programme Manager
Reports to	Chief Executive Officer
Salary band	£29,000 - £31,0000 per annum, depending on experience. A 10% pension contribution will be made
Supervisory responsibilities	The post holder will be responsible to management and support of interns
Contract type	This is a permanent post (subject to the successful completion of a 6-month probationary period) Full-time - 35 hours per week
Location	Netley Marsh, Southampton (home working until offices re-open)
Hours of work	Working hours are from 9.00am – 5pm, Monday to Friday. Some unsocial hours, including weekend, may be required. Time of in lieu will be awarded in accordance with the TOIL policy.
Travel	This role requires significant international travel — estimated 6-10 weeks per year.
Leave allowance	25 days per annum, plus bank holidays All staff are required to take mandatory leave between Christmas and New Year.
The successful candidate will need to have right to work and reside in the UK.	

Tools for Self Reliance provides equal employment opportunities to employees regardless of their gender, race, religion, disability, sexual orientation, or marital status.

We particularly encourage applications from candidates from black and minority ethnic communities, who are underrepresented within the charity sector.

How to apply

Please send an up-to-date CV and cover letter outlining how you meet the requirements and person specification for this role (of no more than 2 sides of A4)

Email to: jobs@tfsr.org

Application deadline

Review of applications, and interviews with shortlisted candidates, will be on a rolling basis.

Considering the current situation regarding COVID-19, initial interviews are likely to take place virtually, by Zoom.

We regret that we will not be able to respond personally to applicants who are not shortlisted. If you have not heard from us within three weeks of submitting your application, please assume that you have been unsuccessful on this occasion. Only short-listed candidates will be contacted with interview dates.