

Programme Manager at Latin American Foundation for the Future

About LAFF

Latin American Foundation for the Future (LAFF) was created in 2008 with the intention of empowering children and young people in Peru through education, to build a better future for themselves. Our holistic approach means we provide support for the education of over 100 children and young people, as well as support our partner organisations to move towards self-sufficiency and sustainability.

About the role

This is a unique, high responsibility and versatile role within a small organisation. The Programme Manager is the centre point and bridge between LAFF's remotely-based director, international board of trustees, local partner organisations, international supporters, funders and volunteers. The person is responsible for ensuring the smooth running of the organisation, therefore duties are varied and subject to change according to the need of LAFF's charitable objectives. However, below we outline general tasks and responsibilities we anticipate the Programme Manager to undertake:

Main duties:

Partners

- Maintain good relationships with our four local partner organisations, applying a participatory and inclusive approach to identify their needs and coordinate support.
- Support partner organisation staff to identify funding requirements, working with them to establish detailed plans, budgets, risk assessments, monitoring and evaluation plans for any future support and activities required, submitting the required information to the LAFF team so that fundraising is possible.
- Network and forge links with people and organisations (including *Red Semilla Nueva*, local government, donors, companies, other supporters) to ensure continued support of existing and new LAFF initiatives.

Programme Management and Delivery

- Manage the implementation of LAFF's strategic plan and monitor progress towards benchmarks.
- Identify, plan, develop and oversee implementation of programmes in the areas of access to quality education, personal development and capacity building, in line with LAFF objectives and strategy.
- In event of no volunteer support, directly implement projects and ensure that all LAFF-funded projects are well monitored and evaluated.
- Design and implement annual evaluation of programmes and regular needs assessments with partners and beneficiaries to inform future programme development.
- Ensure all programmes are delivered in line with LAFF's Child Protection Policy.

Volunteer Management

- Ensure that LAFF has a skilled team of volunteers in place at all times. Manage online and local recruitment efforts, interview suitable candidates and support them with pre-departure information.
- Provide orientation and induction for in-country volunteers on arrival (local and international).
- Clearly identify tasks and projects for each volunteer to undertake during their placement, providing one-to-one guidance and support as needed.
- Host team meetings with LAFF volunteers as often as necessary to offer guidance, planning and task distribution.
- Establish with partner organisations areas in which volunteer support is required. Develop new volunteer roles if appropriate and needed.
- Identify and manage local contract staff to deliver specific projects and support project implementation.

Communication

- Oversee all of LAFF's communications, with all team members, partners, supporters and wider network.
- Ensure LAFF's external communications are suitable, regular and follow our approach and strategy (including social media, website updates, e-newsletters and blog postings).
- Contribute to LAFF's annual reports.
- Facilitate good internal communication with the team in Peru and remote volunteers.
- Maintain good communication with LAFF remotely-based director and board of trustees (email updates/progress reports/monthly report).
- Take part in Trustee quarterly meetings.

Finance

- Manage LAFF's annual programme budget, designing project budgets, allocating funds and tracking in-country expenditure by partners and volunteers.
- Work with our remotely-based accountant to keep our online accountancy software (Xero) up to date.
- Ensure that accounts and receipts are submitted on a timely basis for all monies granted to project partners, as well as processed and filed appropriately according to internal systems.
- Assist project partners to compile budget requests to LAFF at specified intervals to ensure fundraising is possible.

Fundraising

- Monitor potential funding opportunities and draft funding applications as required.
- Gather and submit qualitative and quantitative data for progress and evaluation reports for funders.
- Ensure strong communication with key donors.
- Encourage, support and advise individual fundraisers, as required.
- Organize and host local fundraising events, as required.

Administration

- Manage the LAFF inbox, responding to emails and filing on a regular basis, distributing emails to relevant people as appropriate.
- File and record information and documents on our Dropbox database. Ensure that volunteers do the same.
- Maintain and update LAFF contact and activities database on a regular basis.

This is an excellent opportunity for individuals with:

Essential

- Advanced spoken and written Spanish and English
- Experience working within international development sector (or related field)
- A university degree in relevant subject (or equivalent qualifications/level of experience)
- Adaptability to different social, cultural and economic conditions in both working and living contexts
- Experience living and working/volunteering in developing countries (preferably in Latin America)
- Proactive, motivated self-starter with proven ability to work independently on own initiative and as part of a small team and/or with remotely-based teams, with minimal management and guidance
- Skills and experience in project leadership and management, including planning projects and monitoring and evaluation, financial and budget management skills
- Strong written and oral communication skills in English (especially for report writing, relationship management and good communication with diverse stakeholders)
- Experience in people management (staff/volunteers), capacity building and coaching
- Reliable, with good organisational and time management skills with the ability to work effectively under pressure, prioritise different tasks appropriately and meet deadlines
- Strong IT skills (particularly Word and Excel), email and social media

Desirable

- Qualifications in International Development, Education, Youth Work or related field of study
- Experience designing, delivering and facilitating capacity-building training programmes
- Experience designing, delivering and monitoring personal development workshops and activities for young people
- Experience working with vulnerable young people
- Knowledge and experience of participatory training approaches and facilitation skills appropriate for vulnerable young people
- Knowledge of diverse income-generation initiatives and techniques
- Experience living and working/volunteering in Peru, ideally in Cusco
- Experience writing successful funding applications to trusts, foundations, corporates and/or public sector bodies, or fundraising in other contexts

Practicalities:

Job Title: Programme Manager

Location: Cusco, Peru with some travel to local partner projects in the outskirts of the city and in the Sacred Valley

Hours: This is a full-time job and it is expected that the PM works on average 40 hours/week

Salary: Generous local salary and expenses package (including medical insurance)

Duration: Full time contract for 12 months (with likely extension, depending on funding availability)

Expected start date: January/February 2020

Responsible to: LAFF's remotely-based Director and Trustee Board

Responsible for: In-country and remote volunteers (local and international) and contract staff

Aims of the job: To manage LAFF's education and sustainability programmes in accordance with LAFF's priorities and objectives

Interested?

If you are interested, please fill in our [online application form](#) and send your CV (in English) to info@laffcharity.org.uk.

It is important that you pay attention to each of the aspects mentioned in the Person Specification, particularly those listed as 'Essential' and tell us how your skills or experience meet each specification.

Please reference your application when sending your CV to "FAO Sarah Oakes: Programme Manager; Your Name" and email it to info@laffcharity.org.uk. Note that applications from candidates who do not have an advanced level of Spanish and English (written and spoken) will automatically be rejected.

The position will be advertised until 4 November 2019. We regret that, as a small volunteer-led team, it may not be possible for us to reply to candidates who are not shortlisted. Therefore, if you have not heard from us within three weeks after the application deadline, please assume that it was not successful on this occasion.