



Programme Manager | Latin American Foundation for the Future

Job Title: Programme Manager

Location: Cusco, Peru

Hours: 40 hrs weekly (flexible)

Salary: S/ 3.500 PEN per month (double salary paid in July and December)

About us:

Latin American Foundation for the Future is a young and dynamic organisation based in Cusco, Peru. We support and work with local partners to promote quality education and personal development among Cusco's vulnerable young people.

About the role:

This is an exciting opportunity for young professionals looking for a versatile and high responsibility role. LAFF's Programme Manager is responsible for planning and executing our organisation's programmes and activities in Cusco, under the guidance of LAFF's Board of Trustees, while maintaining excellent relationships with our international network of donors and supporters. They work closely with the Programme Coordinator and our dedicated team of volunteers.

Tasks and responsibilities

The Programme Manager's main tasks and responsibilities include:

- Establish, maintain and develop long lasting relationships with our partners (local charities), embracing LAFF's participatory approach, and work with them towards the fulfilment of co-designed goals
- Assess, enhance and expand their educational and personal development services as needed, through the deployment of LAFF's human and financial resources
- Oversee the execution of LAFF's strategic plan, in accordance with our Theory of Change, and design LAFF's annual work plan
- Ensure that all educational services for the benefit of vulnerable young people are delivered in accordance with our Child Protection Policy
- Fundraise for our programmes throughout the year by: launching digital campaigns, writing grant applications and proposals, approaching funds and foundations, exploring corporate support opportunities, mobilising our supporters and overseeing the organisation of fundraising events locally and internationally; and maintain excellent relationships with all donors by submitting updates and reports as required
- Oversee the execution of our recruitment strategy and manage volunteers locally and

internationally, embracing LAFF's commitment to a free, fulfilling and inclusive volunteer experience

- Oversee the execution of our communication strategy ensuring that all our digital and non-digital channels reflect LAFF's image and deliver a coherent and relevant message, expanding our reach and increasing the number of our supporters. Also, expand our local and international network of relevant stakeholders.
- Ensure LAFF's annual budget is spent efficiently and effectively, regularly reporting on the status of our financial resources to the Board of Trustees

Requirements

This is an excellent opportunity for individuals with:

- Advanced spoken and written Spanish and English
- At least 2 year work experience, ideally in the charity sector and/or international development sector
- A university degree in: International Development, Human Rights, Business administration, Gender studies, Education, Anthropology, Psychology, International Relations, Latin American Studies or other relevant degree/equivalent work 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 programme design, project management and budget management
- Strong written and oral communication skills in English (especially for report and grant writing, relationship management and good communication with diverse stakeholders)
- Experience in people management, especially volunteer management
- Reliable, with good organisational and time management skills with the ability to work effectively under pressure, prioritise different tasks appropriately and meet deadlines
- Good operational knowledge of Google Workspace and social media for business

Desirable

- Specialisation in development management, project cycle management, fundraising for international development, monitoring and evaluation or global education
- Experience working in an international entity and ideally familiar with the British charity sector
- Experience working with partnership models, ideally to enhance institutional capacity and/or promote quality education
- Experience designing and monitoring quality education and/or personal development projects for vulnerable young people
- Experience living and working/volunteering in Peru, ideally in the Cusco region
- Experience writing successful grant applications in English, ideally but not only, for British grants and/or foundations

How to apply

If you think you are the right candidate for the role, please send your CV (in English) to info@laffcharity.org.uk (subject line: *your name - LAFF Programme Manager 2024*) and complete our [online application](#).

Deadline for submission: 10 of February, 2024

Successful candidates will be contacted to proceed to the second stage of our recruitment process. If you do not hear from us, please assume that you have not been successful on this occasion.