

JOB DESCRIPTION

Job Title: Programmes Manager, Africa

Location: London or other agreed UK base
(Approximately 30-50% of time spent abroad on project visits.)



**Prince's Trust
International**

Introduction

Prince's Trust International has been created to address the demand for advice and expertise from governments and NGOs around the world seeking to tackle youth unemployment.

Our **Vision** is to help unemployed young people around the globe into education, training and work.

Our **Mission** is that by partnering with governments, NGOs and corporates around the world, together we can make a significant contribution to improving the lives of young people.

Our core **Values** which underpin everything we do are to be:

- | | |
|-------------------------|---|
| → Approachable | We are open minded and value cultural diversity |
| → Non-judgmental | We focus on the needs |
| → Inspiring | We lead by example |
| → Empowering | We enable positive change |
| → Passionate | We are committed to supporting young people |

About Prince's Trust International

Prince's Trust International believes every young person should have the chance to succeed.

Prince's Trust International works in partnership with organisations around the world to support young people aged 13-30 into work, education and training.

Founded by HRH, The Prince of Wales in November 2015, Prince's Trust International has been established to share the successful programmes and expertise of The Prince's Trust, which over the last 40 years has helped over 870,000 young people to transform their lives in the UK.

By working together with local partners we hope to support young people in communities around the world to realise their potential. This is achieved by posting expert staff to assist with the delivery of initial pilot programmes, tailoring to the local need, and providing ongoing support to enable sustainable future delivery.

Context of the Role

Globally, it is estimated that around 70 million young people – more than one in ten – are out of work. Having built effective programmes and strong partnerships to help empower young people and support them into jobs and self-employment in the United Kingdom; public and private organisations around the world have been turning to Prince's Trust International in their search for solutions to youth unemployment and to learn from the experience of The Prince's Trust in helping young people into work.

Prince's Trust International draws on the programme portfolio developed by The Prince's Trust in the UK and is currently running pilot and rollout projects to test and grow our models across a variety of countries, working with governments and NGOs, as well as corporate partners.

In Africa, Prince's Trust International is in the process of scoping five initial countries of focus (Ghana, Kenya, Nigeria, Rwanda and South Africa) and setting up operations in two of them (Ghana and Kenya). This role is

central to the growth of delivery in Africa and will be responsible for managing pilots and new projects in the region. This will involve working closely with partner organisations, developing detailed implementation plans and associated project management tools, conducting employer and stakeholder engagement activities, and supporting project managers based in country.

Based in the UK, with regular overseas travel, this role is part of the Programmes team and will work flexibly across Prince's Trust International's programmes within the Africa region, leading the support to our Project Managers and in-country Partners to deliver effective programmes for young people. The initial focus of the role is the set up of and running of programmes in one country, which may require a period of three to six months in country during the first year of the role.

Responsible to: Senior Regional Manager

Key Relationships:

- Prince's Trust International Programmes Team
- Project Partners
- In-country Project Managers (once recruited for pilot projects)
- Other Prince's Trust International Head Office Functions and Departments as required
- In-country stakeholders and employers as required

Budget:

Responsible for managing the relevant project budget within the financial management guidelines, and for supporting the Prince's Trust International team to maximise draw down on the relevant funding contract.

Detailed Responsibilities:

1. Manage the set-up of pilot projects in the region, developing detailed project and implementation plans, completing due diligence procedures and establishing clear roles and responsibilities and project management structures with all partners.
2. Oversee the delivery of pilot projects in the region, supporting in-country project managers to effectively lead the pilot projects and provide on-going support to our partners.
3. Directly manage and monitor ongoing delivery of projects beyond the initial pilot phase, supporting in-country partners to meet agreed targets, and reporting on progress to both internal and external stakeholders
4. Manage and monitor budgets, ensuring maximize draw down on funding whilst delivering efficient use of resources. Responsible for accurate and up to date financial reporting for internal and external purposes
5. Oversee and deliver Prince's Trust International programmes support to in-country partners as required (according to the stage of delivery and the needs of the partner/s), which may include support calls, advice and guidance on programme planning, delivering briefings and trainings, and producing relevant toolkits and resources
6. Lead on embedding the Prince's Trust International M&E framework, ensuring that relevant and accurate information is received from all partners.
7. Lead specific projects in support of the strategic development of Prince's Trust International Programmes
8. Manage communications and relationships with external partners and sponsors of Prince's Trust International programmes, other international partners and key stakeholders (including Clarence House)

9. Support, where required, the scoping and development of projects in new countries or with new partners
10. Work with the wider Prince's Trust International team to manage external communication of projects to key stakeholders and all interested parties. Ensure accurate project information is communicated on the Prince's Trust International website, any stakeholder, funder and project partner websites or publications, and in press releases.
11. Compliance with Prince's Trust International guidelines on the requirements of Recruiting Safely, Safeguarding, and Health and Safety Policies
12. Keep up to date with developments in with relevant global issues for young people in the UK as well as existing and potential Prince's Trust International countries, especially in relation to potential opportunities to develop or enhance Prince's Trust International programmes
13. Ensure good working relationships with The Prince's Trust UK teams, as required, for input and support to the project.
14. Support the Senior Regional Manager, where required, by representing the Programmes team at events and meetings, and by advocating for the growth and development of the organisation's portfolio of programmes
15. Lead the input of project-specific information to support new funding bids and opportunities, including the preparation of budgets
16. Carry out any other duties as may reasonably be required by Prince's Trust International, when required.

PERSON SPECIFICATION

The successful candidate will be a resilient, enthusiastic, self-starter with a strong understanding of the challenges facing young people in Africa, and the ability to deliver results under challenging and varied circumstances. They will have strong planning and organisational skills and the ability to work effectively with people at different levels of seniority and from different countries in the public, private and voluntary sectors, with evidence of their ability to influence and secure sustainable results. They will have enthusiasm and passion for the vision of Prince's Trust International, and a conviction to deliver positive outcomes for young people worldwide.

Please reference all essential criteria in your application as a minimum, and please note that **(S)** indicates priority initial shortlisting criteria

Criteria	Essential	Desirable
Skills and Knowledge:	<ul style="list-style-type: none"> • Strong understanding of the challenges and opportunities for disadvantaged young people around the world (S) • Knowledge of employment training and social, economic, cultural contexts in PTI countries • Knowledge of how to monitor and manage budgets, operating within agreed limits • Excellent planning and organisational skills and the ability to manage multiple priorities, both independently and within a team (S) • Excellent interpersonal, written and verbal communication skills, including the ability to work with a wide range of external and internal customers and stakeholders from different countries and cultures (S) • Knowledge of processes for monitoring and evaluation • Strong awareness and understanding of equal opportunities and the ability to translate these into effective action 	<ul style="list-style-type: none"> • Recognised Project Management qualification • Specific knowledge of employment training and social, economic and cultural contexts in Ghana and /or Kenya
Experience:	<ul style="list-style-type: none"> • Experience of programme or project management, developing programmes to meet the needs of young people and partners (S) • Experience of working directly with young people • Experience of working in other countries and/or cultures (S) • Experience of working collaboratively within a complex organisation and successfully delivering projects or initiatives that span disciplines and reporting lines (S) • Experience of managing relationships with multiple stakeholders and partners, including governments, agencies, and public bodies (S) • Experience of working effectively within a target driven environment • Experience of using e-mail, internet, word-processing and spreadsheet packages, accurately and with good attention to detail 	<ul style="list-style-type: none"> • Experience of working in Africa
Competencies and Behaviours	<ul style="list-style-type: none"> • Ability to work on own initiative to achieve agreed aims and objectives and find creative solutions to problems (S) 	

Criteria	Essential	Desirable
	<ul style="list-style-type: none"><li data-bbox="352 199 1043 271">• Ability to commit to and demonstrate the Prince's Trust International values outlined above (S)<li data-bbox="352 280 1043 394">• Ability to stay calm and work effectively under pressure, demonstrating resilience in challenging situations and locations (S)<li data-bbox="352 403 1043 474">• Flexibility to work evenings and weekends as required<li data-bbox="352 483 1043 555">• Able to proactively manage own wellbeing and the pressures of frequent international travel (S)	