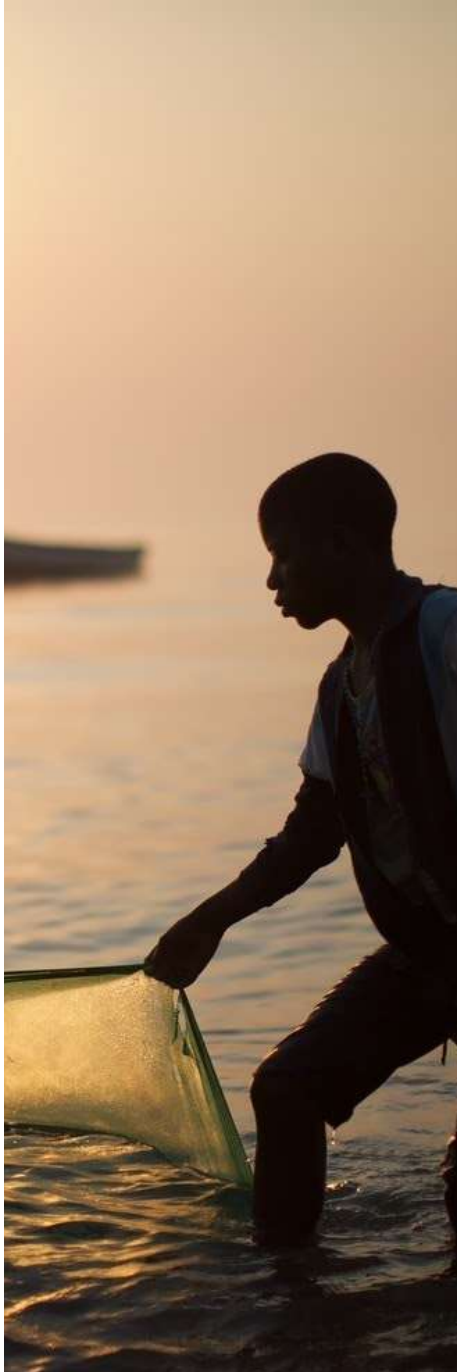


JOB PROFILE

How to Apply for this Job



Kieran Dodds/Tearfund

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theory of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	Programmes Director
Group	International Group
Team	East and Central Africa Team
Location	Rwanda
Responsible to	Country Director

Part 1 – Job description

1. Main purpose of the job

Everything we do, we do it for the Glory of God; we want to see people freed from poverty, living transformed lives and reaching their God-given potential. We believe we are called to follow Jesus where the need is greatest, responding to crises and partnering with local churches to bring restoration to people living in poverty. As Christians, everything we do is ultimately about Christ. Our leaders and the teams they lead exist to achieve this purpose.

The Tearfund Rwanda Programmes Director therefore, exists to lead the Programmes Team, within the wider Rwandan Country Team. She/he is responsible for leading the programmes team towards effective and efficient delivery of Tearfund Rwanda Programme and projects. S/he assists the Country Director in the leadership and management of the country team and has oversight over successful design, resourcing, implementation, monitoring and accountability of projects.

2. Critical Competencies

- An accomplished leader and manager whose leadership style, talent and skill draws on deep faith, servant leadership and commitment to transformation
- A highly competent development professional with ability to lead, motivate and guide a team towards optimal delivery of the organisational strategy
- Highly experienced individual able to lead and manage a growing, multi skilled, multi talented team towards contributing, supporting and ensuring optimal delivery of the Tearfund country strategy for Rwanda.
- Ability to ensure programmes, projects and initiatives reflect Tearfund Quality Standard commitments and all programmes meet all compliance requirements.
- Ability to optimally manage staff, partners and stakeholder safety, security and well being
- Ability to undertake delegated responsibility for external representation of Tearfund where required
- Ensures programme results and impact are communicated effectively to all country programme stakeholders

3. Position in organisation

- Grade 1 and member of the Senior Management Team SMT responsible to the Tearfund Country Director for Rwanda
- Line manages Programme Staff such as Programme Managers, Chief of Party, Programme & Technical Advisors.

- Works closely with Business Development Manager in scoping and identifying funding opportunities, including supporting, coordinating and where necessary, leading the design and development of funding proposals
- Has dotted line management responsibility over The Results, Impact and Quality coordinator and oversight for data management, analysis and presentation
- Liaises, engages, collaborates and works with other Tearfund teams at regional and or global level in relation to this role or as delegated by the line manager
- Represents Tearfund country programme in stakeholder forums, networks, conferences and/or meetings as part of their role and as a delegate of the Country Director
- Represents Tearfund's work within Tearfund and to external bodies

4. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are encouraged to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theory of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

5. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

6. Key Responsibilities

Programme Strategy

- Ensure Tearfund's purpose, values and the programme objectives are communicated amongst programme staff to foster understanding and ownership
- Contribute towards the ongoing monitoring of emerging socio-economic, political, security, humanitarian situations and ensure programs are positioned to adapt accordingly.
- Contribute to the development, implementation, maintenance, review of the strategy and the strategic direction for the complex programme.
- Delegated responsibility for the development and outworking of implementation plans, and area specific strategies.
- Ensure the country program assessments, design and adaptation are informed by data driven, quality MEAL processes and mechanisms.
- Assist the Country Director in identifying and securing donor funding in accordance with budget targets and maintaining a diversity of funding options..
- Advise with defining the required team composition and structure for the programme in accordance with Tearfund standard structure.
- Provide Strategic Leadership and Programme Integration between partnership and Operations .
- Support the country program's research, advocacy and external messaging processes by defining the technical scope and ensuring timely delivery of quality program content.

- Lead the coordination and cooperation for technical input and field support for timely, quality, humanitarian responses.
- Contribute to the development and update of the risk register ensuring programme and operational risk is proactively, and effectively managed.

Project / Support function management

- Oversee needs assessments and design of project concepts and proposals, including logframes, budgets and supporting documentation, in accordance with a complex programme.
- Ensure projects are designed and implemented in accordance with Tearfund's Quality Standards, PCM good practice, global thematic standards and are aligned to the national standards for INGO programming as defined by RGB.
- Supervise the Programme Managers, Chief of party, Technical and Programme Advisors and any other Senior programme management roles in the management and implementation of projects.
- Work with the Program team to ensure adequate monitoring processes including functional beneficiary feedback mechanisms are in place and used for learning and program adaptation.
- Oversee the work of the Sector Advisors with equitable support to all project locations according to their need for technical input.
- Ensure programmatic synergy across the country programme, mutually reinforcing and aligned with Tearfund's CCT and EES corporate priorities.
- Facilitate the submission of timely, quality country programme and donor reports, in accordance with required reporting guidelines.
- Manage the timely provision of programme updates as well as additional information to East and Central Africa [ECA] region and UK Staff for fundraising, advocacy and media as required.
- Create structured opportunities to encourage learning from all staff,
- Ensure internal and external evaluations, reviews, audits are undertaken as appropriate and in accordance with established procedures and policies.
- Build positive relations between the programme staff and support functions, and proactively resolve issues arising within the country programme.

Corporate policy and compliance

- Ensure that staff are adequately trained on appropriate actions to take in the event of a security incident (e.g. immediate response, information gathering, incident reporting, pastoral support and lesson learning).
- Responsible for ensuring that the health and safety policy is understood by all programme staff and any accidents are recorded appropriately.
- Assist the HR Manager in ensuring there are comprehensive induction and performance management processes for all programme staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and complex programme objectives.
- Ensure compliance with the Tearfund procedures for the development of project proposals, reporting, monitoring, evaluation, audit, learning, project completion and for compliance with donor rules.
- Proactively support program managers to ensure timely, quality, partner compliance and partner capacity development processes.

Team management

- Provide supervision, guidance and mentoring, encourage effective team work and inclusiveness.

- Provide management support to direct reports in their management of others, and their implementation of role objectives, work plans and budgets.
- Implement Tearfund's performance management system with direct reports and within the operational programme by setting objectives, review probations, plan regular catch ups, 6-monthly performance appraisals, development planning and conduct exit interviews for programme staff.
- Conduct programme staff disciplinary and grievance procedures as required, in conjunction with the HR Manager.
- Provide spiritual and pastoral support to staff.
- Proactively contribute to developing a team culture characterised by a shared vision, commitment, co-creation, collaboration and mutual accountability.
- Ensure the culture reflects Tearfund's core values being servant-hearted, Christ-centered, compassionate, Truthful, and courageous.
- Encourages innovation and a community first programmatic culture across the program team.

External representation

- Assist the Country Director with representation to the government, partner communities, ensuring constructive working relationships are maintained to enable quality programming.
- Represent Tearfund to other NGOs, Clusters, Forums, UN agencies and visitors ensuring coordination and attendance at relevant technical, sectoral and security coordination networks.
- Represent Tearfund and programme work to in-country donor representatives..
- Support the Country Director in policy influencing (advocacy) activities at relevant local and regional levels.
- Encourage constructive relationships with media representatives to build public profile and ensure positive coverage, and as act a delegated local Tearfund spokesperson

Part 2 – Person specification

Job title: Programmes Director

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ▪ Degree and/or equivalent qualification in strategic management, Rural sociology, project management, humanitarian, and development related disciplines 	<ul style="list-style-type: none"> ▪ Relevant post-graduate qualification ▪ Relevant professional qualification in data management, analysis and presentation
Experience	<ul style="list-style-type: none"> ▪ Proven management of development programmes/ projects experience ▪ Proven security management experience ▪ Proven people's leadership experience ▪ Proven Financial management experience ▪ Proven working experience in Humanitarian and insecure settings ▪ Proven application of good practice standards: SPHERE, Core Humanitarian Standard and Red Cross Codes of Conduct. ▪ Proven Donor working relationship and grant management experience ▪ Proven strategic thinking and planning experience 	<ul style="list-style-type: none"> ▪ Strong working experience with organisational support services ▪ Familiarity with Rwanda development context ▪ Familiarity with data analysis tools and software
Skills/Abilities	<ul style="list-style-type: none"> ▪ Good command of spoken and written English language communication skills ▪ Leadership and organizational management skills ▪ Training, Coaching, and mentoring skills ▪ Problem solving skills ▪ Funding Concept Note, Proposal and report writing skills ▪ Negotiation & representation skills ▪ Computer literacy skills ▪ Ability to analyse large amounts of information, evaluate options and propose/execute solutions. ▪ Ability to influence and shape culture including a diverse team towards the achievement of objectives. 	<ul style="list-style-type: none"> ▪ Good knowledge of one or more of official languages used in Rwanda other than English ▪ Networking and ability to gain respect of CEOs of partner organisations, institutional donor, and government officials.
Personal Qualities	<ul style="list-style-type: none"> ▪ Committed Christian with a personal relationship with God ▪ Committed to Tearfund's Mission, Values and Beliefs ▪ Emotionally and spiritually mature ▪ Reliable and flexible Team player ▪ Understanding and sensitivity to cross cultural issues ▪ Commitment to accountability and transparency to beneficiaries, showing dignity and respect, and demonstrating listening and understanding ▪ Ability to remain calm under pressure ▪ Willingness to travel and live in basic conditions 	<ul style="list-style-type: none"> ▪ Commitment to prayerfully apply biblical principles in all aspects of life ▪ Demonstration of interest and involvement in issues of church envisioning, justice, gender, poverty alleviation, advocacy, diversity and inclusion
OTHER COMMENTS:		

- All roles require a Police check
- Tearfund is a member of the [SCHR Misconduct Disclosure Scheme](#)
- Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure