

## Job Description – Africa Programme Manager

### Summary:

This role will lead on the development and implementation of a new safeguarding programme in higher education institutions in Francophone Africa as well as contribute to the development of Keeping Children Safe globally.

**Location:** Africa – remote

**Salary /Grade:** £35,000 per annum

**Duration:** 18 months with possibility of extension if funding allows.

### Background

Keeping Children Safe sets International Child Safeguarding Standards to help organisations protect children from abuse in organisations across the world.

We are completely independent and guided by the best interests of the child principle in all that we do. We work with people who have been subjected to child abuse, researchers, practitioners, policymakers and leaders to defend children’s right to be safe in all organisations, no matter how big or powerful.

This newly created role in our Standards and Learning team will lead on the development and implementation of a new safeguarding programme in higher education institutions in Francophone Africa as well as contribute to the development of Keeping Children Safe globally. The overall goal of this programme is that all children, young people, and youths and adults at risk – especially refugees, youths with disabilities and persons vulnerable to discrimination because of their gender -- who encounter Higher Education Institutions are safe from harm.

Find out more at [www.keepingchildrensafe.global](http://www.keepingchildrensafe.global)

### Main Duties:

Key Responsibilities will include:

- Developing and implementing a new safeguarding programme in West Africa.
- Providing high-quality, technical advice on safeguarding in higher education.
- Providing regular reports to donors and stakeholders.
- Representing Keeping Children Safe with key stakeholders
- Leading the development and implementation of tools, resources and frameworks for programmatic monitoring, evaluation and learning

- Undertaking any other reasonable duty and tasks that may from time-to-time be requested by the line manager consistent with the nature of the job and its level of responsibility.

## **Person Specification**

### **Essential**

- Substantial experience of designing, managing, monitoring and evaluating safeguarding initiatives.
- Experience of and understanding of higher education in Francophone Africa.
- A deep understanding and experience of accompanying organisations to embed contextually appropriate safeguarding measures.
- Professional level French and English.
- Experience of programme development and monitoring, evaluation and learning.
- Significant track record of delivering training at all levels from community to international.
- Exceptional facilitation and public speaking skills, ability to inspire others to make significant change.
- Skilled at identifying and mitigating risks.
- Proven ability to build, manage and develop key stakeholder, client and donor relationships.
- Excellent written communication skills including report writing and conducting evaluations.
- Evidence of Continued Professional Development relevant to the role purpose and level.
- Able and willing to travel.

### **Personal qualities:**

- A proven commitment to safeguarding and human rights.
- A commitment to the vision, aims and approach of the organisation.
- A commitment to non-discrimination, respect and dignity for all.
- A team player, able to manage their own workload as well as, work with and support others and deliver to agreed standards and targets.
- An entrepreneurial, positive, solution-focused approach to work.
- Integrity with appropriate ethics and behaviours

## **Desirable**

- Experience of leading safeguarding investigations
- Fluency in Spanish or Portuguese.

## **The Appointment**

- The appointment will be full time
- The leave allowance is 25 working days per annum
- In view of the nature of the work involved, any offer of appointment will be conditional upon receipt of satisfactory references and Disclosure and Barring Service/Police checks.

## **Applications**

To apply for this post and to be considered for an interview please apply with your CV and a covering letter addressing each point in the person specification to Helen Carter: [helen.carter@keepingchildrensafe.global](mailto:helen.carter@keepingchildrensafe.global)

Interviews will take place on a rolling basis. The position is open until filled.

## **Safeguarding statement**

Keeping Children Safe has a zero-tolerance approach to any harm, exploitation or abuse of anyone including our staff and stakeholders. Safeguarding forms an intrinsic part of everything that we do. Recruitment to any jobs within KCS will include criminal record checks and the receipt of satisfactory references.

Compliance with all our Child Safeguarding Policies and Procedures is mandatory.

Keeping Children Safe values diversity, promotes equality and challenges discrimination we welcome and actively encourage applications from people of all backgrounds and will select employees based upon their individual merits and abilities, irrespective of a person's gender, sexual orientation, caring responsibilities, marital status, race, nationality, ethnic background, religion or belief, age or disability.