



## Job Description

**JOB TITLE:** International Programmes Manager Nigeria

**CONTRACT TYPE:** Permanent

**HOURS:** 9am-5pm, Monday to Friday

**LOCATION:** London (UK Based role)

**PAY BAND:** £39,060

**RESPONSIBLE TO:** Head of Delivery, Africa

**RESPONSIBLE FOR:** International Programmes Executive, Nigeria

## About The King's Trust International

The King's Trust International (KTI) has been supporting young people worldwide since 2015. We were founded by HM The King to tackle the global crisis of youth unemployment.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, earn and thrive.

Our programmes and interventions are now present in 20 countries within the Commonwealth and beyond, across Africa, Asia, the Caribbean, Europe and the Middle East.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

## Ways of working

The King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, earn and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our [website](#) for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people.

## Purpose of the Role

Young people across Africa face multiple complex challenges in securing a livelihood both in terms of a lack of formal opportunities and mismatch between education journeys and the skills required for the jobs of the future. The challenges for young people in Nigeria are particularly acute with a high unemployment rate and a fifth of the world's out-of-school children, including over 10 million children who have never been to school.

King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, work and thrive. We pilot and then rollout projects to test and grow our models & develop new ones. We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes.

King's Trust International's African team began work in 2019 with the first programmatic activity taking place in Ghana later that year. Operations in Nigeria began in 2022. Through in-country delivery partners we now deliver several programmes in Ghana, Kenya, Nigeria, Sierra Leone, Tanzania and Uganda supporting human capital development and are looking to expand our reach and deepen our impact.

This role is central to the growth and sustainability of quality delivery in Africa and will be responsible for the ongoing delivery of our programmes in Nigeria with a focus on employability and entrepreneurship. This will involve developing relationships and working closely with partner organisations and key stakeholders in Nigeria, developing and managing detailed implementation plans and using associated project management tools, and conducting employer and stakeholder engagement activities.

Based in London, UK, with regular overseas travel, this role is part of our Programmes team and will work on programmes based in Nigeria, developing and leading the support to our in-country Delivery Partners to deliver effective programmes for young people.

We are committed to equality, diversity and inclusion in employment and we welcome applications from all members of the community. We would particularly like to encourage applications from Black, Asian and Minority Ethnic (BAME) candidates, especially those from the Nigerian diaspora.

## **Key Relationships**

KTI Africa Team

KTI Regional and Programme Quality Function Teams i.e. Impact, and Design and Delivery

In-country and regional stakeholders, employers, and potential partners as required

KTI Fundraising Team

KTI Marketing & Communications Team

KTI Africa Advisory Board

## **Key Areas of Responsibility**

1. Create, manage and reconcile budgets and spend for Nigeria programme portfolios, ensuring accurate forecasting, cost-effectiveness, compliance with funder conditions, and alignment with organisational priorities. Balance resources across multiple programmes and priorities.
2. Support the KTI fundraising team to identify and secure and steward funding for your area, and establish or manage relationships with potential funders. Contribute to proposals, ensuring alignment with: strategic priorities, delivery capacity, donor priorities, and sustainability goals. Input into reports that credibly demonstrate impact. Where appropriate, lead on local funder relations, stewardship and/or proposals.
3. Lead and manage the local design/adaptation, and set-up of new programmes and pilots, when needed, including adaptation and creation of content and training to match local context and needs and training of delivery staff. Establish partnership agreements, and ensure alignment with global programme models and local needs. Create detailed implementation plans, including clear roles and responsibilities, and robust project governance with internal and external stakeholders.
4. Oversee the delivery of KTI programmes through delivery partners, managing partner performance and proactively managing risks to achieve targets. Ensure programme compliance with organisational minimum standards and implementation in alignment with the organisation's agreed Project Life Cycle Framework. Provide support to Delivery Partners to address challenges, problem-solve, and to maximise programme outcomes at the country level.
5. Work with the safeguarding team and delivery partners to promote and ensure a strong safeguarding culture across all programmes. Support delivery partners to develop and apply appropriate safeguarding standards and policies to all programmes in line with KTI Safeguarding Foundations. Proactively manage safeguarding risks and support with safeguarding incident reporting or response when needed.
6. Lead scoping and development processes for new countries, programmes, and pilots, as needed. Undertake in-depth research and analysis, conduct in-person and remote scoping (e.g. roundtables,

focus groups, 1:1 stakeholder meetings), and produce actionable recommendations to inform strategic decisions. Recommend suitable partners and manage partner due diligence and approval process.

7. Ensure all programmes adhere to KTI's global monitoring and evaluation minimum standards by supporting delivery partners to develop robust project-level M&E frameworks, collect quality data, and track activities. Manage evaluation and learning processes, working closely with the KTI Impact Team, to inform adaptation, scaling, and sustainability strategies, while ensuring outputs and outcomes are monitored and corrective actions are taken as needed.
8. Deliver ongoing capacity-building for delivery partners where needed, including workshops, coaching, and peer learning, to strengthen quality, compliance, and sustainability across programmes. On occasion, contribute to the review and design of programmes and materials at a global level.
9. Showcase programme outcomes through impact stories, case studies, and presentations to internal and external audiences. Where appropriate, manage high-profile events or visits including coordinating travel logistics for staff, trustees or external stakeholders. When needed, support attendance of young people and partner staff at the KT Global Awards, including travel arrangements, safeguarding and risk management.
10. Manage accurate internal reporting for countries of responsibility, including: progress updates, quarterly programme reviews, Holistic Country and Partner Assessments and monthly reporting as required. Manage and coordinate the involvement of central teams in programme or country level initiatives.
11. Cultivate and sustain relationships with high-level stakeholders, including, where appropriate, Heads of state, High Commissioners, corporate executives, government ministries and High (and Ultra-High) net worth individuals. Leverage these relationships to influence programme sustainability. Maintain transparent, proactive communication with key external stakeholders, delivery partners, and funders.
12. Line-Manage International Programmes Executive, setting clear objectives and providing coaching, development, and performance feedback to build team capability.
13. Maintain up-to-date knowledge of youth employment trends, policy and labour market needs in countries of focus to inform programme design, delivery and strategic positioning. Represent KTI confidently at high-level meetings, conferences or forums, advocating for youth employment priorities.
14. Collaborate effectively across KTI's global teams, sharing learning and aligning approaches. Actively contribute to the development and implementation of both regional and global strategies. Support or lead regional or global development projects or working groups, where capacity allows and when agreed with HOD.
15. Undertake additional responsibilities as reasonably required to support organisational priorities and objectives.
16. Where required, lead and deliver consultancy projects to agreed global processes, project scope, timeline and quality, leveraging wider organisational expertise to meet project outcomes.

## Person Specification

### Please read these notes carefully:

The King's Trust International is committed to representing, at all levels, the global communities and young people that we serve. We value transferable skills and know that women, gender non conforming folk, disabled and global majority/ Black, Indigenous and People of Colour (BIPOC) / racialised people are statistically less likely to apply for a role if they feel that they do not meet at least 90% of criteria on the job description/person specification. We are dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging - so we only include essential criteria on our person specification that is genuinely required to do the job. We focus on your aptitude, transferable skills and behaviours to assess your potential with us.

Essential criteria describes the skills, knowledge or qualifications that are necessary to do the role. Some criteria will be assessed at the shortlisting (**s**) stage and this will be based on the information you have provided in your CV and supporting statement. Skills or experience can be gained in a variety of ways, in your personal life as well as professionally. Do not just say, for example, 'I have good communication skills.'

Tell us how you have gained experience or used a particular skill or knowledge. Other criteria may be assessed as part of an assessment **(a)** or at interview **(i)**. Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application.**

Criteria	Essential	Why is this needed?	How will this be assessed?
<b>Skills and Knowledge</b>	Strong understanding of the challenges and opportunities for disadvantaged young people in Nigeria	The end goal of all our work is to support every young person to have the chance to succeed. With this in mind, it will be crucial for you to have prior understanding of the youth landscape in Nigeria so that you can embed that across everything you do.	<b>S, A, I</b>
	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 backgrounds	In addition to building strong and collaborative relationships with our core partners you'll also be building diverse networks of stakeholders, from across different sectors, so you'll need to deploy your strong communication skills in order to do this effectively.	<b>A, I</b>
	Excellent planning and organisational skills and the ability to successfully manage multiple projects and partnerships	As an International Programmes Manager, you will be responsible for all aspects of managing the multiple projects and partnerships within your portfolio. There will be some peak periods of activity so you will need to be very organised and be able to plan ahead to meet all the deliverables of each project.	<b>S, I</b>
	Good understanding of youth skills development programming	Our and our partners' work focuses on youth skills development, primarily through our core set of programmes. Therefore, to effectively work with our existing partners to improve delivery, and lead consultancy projects on the topic, you will need to have a good understanding of youth skills development programming.	<b>S</b>
	Knowledge of how to monitor and manage budgets, operating within agreed limits	In this role you will be responsible for managing the budgets of the projects you lead on – you may be managing multiple projects that feed in to one overall budget, so being able to manage and balance these is crucial.	<b>A, I</b>
	Ability to commission, produce and/or review programme content	You will need to be able to create, adapt and enhance content for our programmes, as well as review and analyse existing content from within the Prince's Trust Group and externally working with our delivery partners	<b>I</b>
	Ability to work effectively under pressure and creatively solve problems	You will need to be able to deal with external, resource or time constraints when they arise and react effectively to develop and provide creative solutions	<b>A</b>
	Strong awareness and understanding of equality, diversity and	Prince's Trust International has strong ambitions to produce programming that promotes Equality, Diversity and Inclusion,	<b>A, I</b>

	inclusion and the ability to translate these into effective action	and hope to exemplify these values across all our work.	
<b>Experience</b>	Experience of working in Nigeria or with Nigerian communities	In this role you'll need to build effective relationships in Nigeria. You will need to be proactive in your approach to managing key partnerships and therefore you need to have experience of working in the country or with diaspora communities previously to be able to do this effectively and build strong relationships from the outset.	<b>S, I</b>
	Experience of managing relationships with multiple stakeholders and partners, including governments, agencies, and public bodies	Our core partners consist of a mix of small NGOs, government ministries and large public sector agencies, with stakeholders including senior government officials, private sector leaders as well as previous programme participants. As such, you need to be experienced in managing relationships with a range of individuals and organisations so that you're able to quickly establish strong relationships.	<b>S, I</b>
	Experience of programme or project management, designing programmes to meet the needs of young people and partners	A strength of our projects and partnerships is the strong, contextually appropriate programme design and management embedded throughout, and therefore it is important you have experience of managing projects and designing programmes to meet the needs of local stakeholders. In addition, you will need to work closely with our partners to ensure there is proper planning and implementation of programmes.	<b>S, A, I</b>
	Experience of using remote and digital work tools (e.g. spreadsheets, project planning tools) accurately and with good attention to detail	We're all working remotely right now, but even once we can be back in the office this role will naturally involve a lot of remote working over digital channels, due to the international nature of the projects and stakeholders.	<b>A, I</b>

<b>Competencies and Behaviours</b>	Ability to work on own initiative to achieve agreed aims, targets and objectives and find creative solutions to problems	You'll need to be able to take the lead on a variety of projects, ensuring we meet our goals despite challenges.	<b>S, A I</b>
	Ability to stay calm and work effectively under pressure, demonstrating resilience in challenging situations and locations	You will face challenges in your role, whether that's with partner relationships, local employer engagement, or a pandemic, and you need to be able to work effectively when issues arise and proactively manage your own well-being.	<b>A, I</b>
	Flexibility to work evenings and weekends as required	When travelling or to accommodate partners, time zones or delivery schedules	<b>I</b>







<b>Criteria</b>	<b>Desirable</b>	<b>Why is this needed?</b>	
<b>Skills and Knowledge</b>	Recognised Project Management qualification	This role will manage multiple projects, requiring a range of project management skills and the capacity to apply different management styles.	<b>I</b>
	Proficiency in a Nigerian language	This role will involve developing relationships and working closely with partner organisations and key stakeholders in Nigeria.	<b>S, I</b>
	Knowledge of processes for monitoring and evaluation of projects	It is vital that we are able to measure the success and impact of our programmes, which would form part of the managing of the projects and therefore it would be advantageous if you are familiar with how to monitor and measure the success of your programmes	<b>A, I</b>
<b>Experience</b>	Experience of working directly or indirectly with young people to support training and development of key skills to bridge the gap between education and employment	Our programmes are aimed at young people age 14 -35, and you will need to be able to demonstrate that you understand the needs and expectations of this group and how best to interact and design programmes to the benefit of this group. Experience of developing and delivering training programmes to young people is key.	<b>A, I</b>
	Experience of working within and/or knowledge of the green economy	Our programmes will look to support young people to be better able to access and maintain sustainable livelihood outcomes in the green economy	<b>I</b>



## WHAT DO WE EXPECT FROM YOU?

### OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 <b>Youth-centred</b>	 <b>Nurturing partnerships</b>	 <b>Impact</b>	 <b>Diversity</b>	 <b>Honesty</b>	 <b>Integrity</b>
We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a positive impact	We understand, value and promote diversity of experience and thought to enable our staff, partners and young people to thrive and achieve their full potential	We value sincere, authentic and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work

We are committed to equality, diversity and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability including neurodiversity, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by PT CAN (our Cultural Awareness Network), PT GEN (our Gender Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.






### THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure. Having a criminal record will not automatically exclude applicants.

## OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public.

These are our core behaviours for all staff.

 <p><b>Effective communicators</b></p>	 <p><b>Approachable</b></p>	 <p><b>Solution-oriented</b></p>	 <p><b>Inclusive</b></p>	 <p><b>Emotionally intelligent &amp; resilient</b></p>
<p>We demonstrate an open, honest, jargon-free and clear communication style to build rapport and nurture partnerships with internal and external stakeholders.</p> <p>We communicate core expectations, for example around safeguarding, clearly and effectively to ensure young peoples' safety is at the centre of our work and never compromised.</p> <p>We value the importance of transparency, honest feedback, setting clear expectations, understanding roles and responsibilities, and speaking up for what we believe is right.</p>	<p>We demonstrate characteristics of open-mindedness, respect and honesty to anyone wishing to approach us.</p> <p>We apply our behaviours to support this by being mindful of our own reactions and being receptive to ensure people want to engage with us, we actively listen and demonstrate our appreciation of their input.</p>	<p>We focus our energy on enabling solutions to the challenges we meet.</p> <p>We demonstrate leadership by owning our work, taking responsibility for our actions and pro-actively engaging with our stakeholders and partners to gain deep understanding of the environments we work in and the young people we work for.</p> <p>We support our partners, colleagues and youth in solving problems and delivering impactful programmes.</p> <p>We plan and adapt our interventions and processes and employ proactiveness to enable the most meaningful outcomes.</p>	<p>We value different backgrounds, experiences and opinions and believe that these will make us better equipped to make quality decisions, apply sensitivity to context and mutual exchanges, as well as recognise potential throughout our organisation and our partnerships.</p> <p>We actively invest in rapport building with all stakeholders and strive to support team work internally and externally.</p> <p>We respect others and our planet. We apply humility and empathy and strive for reciprocity and equality in all exchanges.</p>	<p>We nurture awareness and reflection, including being mindful of self-biases, cultural differences, as well as our own and other people's circumstances.</p> <p>We foster the capacity to be aware of, control, and express our emotions, and to handle interpersonal relationships judiciously and empathetically.</p> <p>We use emotional intelligence to build resilience. We risk making mistakes as a way of learning.</p> <p>We celebrate creativity, curiosity, eagerness to learn and open-mindedness.</p>