



## Job Description

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**LOCATION:** This role is based in London. Other UK based locations will be considered.  
We are hybrid working (at least 2 days in the office for London based staff, 3 days working remotely).

**JOB TITLE:** International Programme Executive – Nigeria

**HOURS:** Full-time – 35 hours per week

**TRAVEL:** Up to 20% of time spent abroad on project visits subject to any UK and/or local government restrictions

**PAY BAND** £22,800 – £26,000 dependant on experience, plus London weighting of £4,000 as applicable

**RESPONSIBLE TO:** International Programmes Manager – Nigeria

**CONTRACT TYPE:** 12 months fixed term.

## About King's Trust International

King's Trust International has been supporting young people worldwide since 2015. We were founded by HM King Charles III 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 18 countries within the Commonwealth and beyond, across Asia, Africa, Caribbean and the Americas, the Middle East and Europe.

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

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 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. [King's Trust International](#)

## Context of the Role

The role of the Programme Executive is primarily to support our programmes across Nigeria. Our work in Nigeria has expanded rapidly over the last 18 months and we are now looking for a versatile candidate to support our Nigerian International Programme manager (IPM). You will need to forge a strong positive working relationship with not only the IPM but also our local delivery partners across the country. The role will be wide ranging and continually changing, you will need to be able to hit the ground running and be agile to change.

You will work closely with the International Programmes Manager – Nigeria to support the delivery partners in the country to deliver effective youth programming, whilst continuing to build strong networks of stakeholders to enhance existing programming and explore new opportunities.

## Key Relationships

- King's Trust International Programmes Team (including Digital and Design and Impact colleagues)
- Local partners, stakeholders and funders
- Other King's Trust International Head Office Functions and Departments as required.
- Other In-country stakeholders and employers as required.
- King's Trust UK for knowledge exchange

## Key Areas of Responsibility

1. Work alongside the International Programmes Manager for Nigeria to conduct all project and programme management activities.
2. Work alongside the International Programmes Manager for Nigeria to steward equitable and impactful partnerships with local organisations and stakeholders.
3. Be responsible for the collection of project monitoring and evaluation information from partners, including ensuring the data required is submitted on time, and conducting focus groups and delivery observations as necessary, according to the KTI Monitoring Framework and funder requirements
4. Work alongside members of the regional team on other projects across Sub-Saharan Africa
5. Assist the fundraising team to prepare funding proposals, prospects and reports
6. Where necessary, conduct due diligence on partners and prospective partners
7. Conduct research into relevant topics to support programme design and KTI's regional strategy implementation
8. Support safeguarding framework development and implementation in programmes
9. Work with partners and KTI Marketing and Communications colleagues to develop marketing and communication plans for each project and take a lead in delivering on aspects of the plans. This will involve the preparation of case studies, press releases and publications from Nigeria programmes.
10. Assist in the development and scoping of new programme initiatives by taking responsibility for programmes related research and evaluation projects, working with key internal and external stakeholders
11. Support the planning and conduction of international project visits, as well as the planning of UK visits by project partners, funders or stakeholders

12. Comply with King’s Trust International guidelines and policies, including the Safeguarding, Health, Safety & Security Policies.
13. Carry out any other duties as may reasonably be required by King’s Trust International, when required.
14. Have a keen understanding of cultural issues and be a champion of promoting diversity and inclusion in your work, alongside fostering KTI values and standards

## Person Specification

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 confirming folx 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. KTI is 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.

**Please read these notes carefully:**

Essential criteria describe 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>	Good understanding of the challenges and opportunities for disadvantaged young people in Nigeria	The end goal of all our work is to provide opportunities for young people to develop skills and confidence, therefore it is important that you understand the local context for young people in Nigeria to be able to help design programmes and interventions that are relevant.	<b>S</b>
	Excellent planning and organisational skills and the ability to manage multiple priorities, both independently and within a team	In this role you will work across multiple projects, all with different timeframes and deadlines to work to. Therefore, it is vital that you are able to plan ahead and organise your time and workload well so that you don’t miss anything. At times you’ll be working closely with	<b>A</b>

		team members but at others, you'll be working more independently	
	Strong interpersonal, written and verbal communication skills, with the ability to establish and maintain effective working relationships with a wide range of external and internal stakeholders.	In addition to working with our partners, you'll spend some of your time speaking to young people in focus groups and you'll also work to build local networks and develop new relationships across the public and private sectors so being able to communicate effectively to a range of people is very important.	<b>A, I</b>
	Ability to develop high quality session plans and resources to meet the needs of young people.	Part of your role will be working alongside the partners to create, adapt and improve programme content to maximise the impact on young people therefore you will need to demonstrate your ability to do this.	<b>S</b>
	A good attention to detail.	In this role you will support with conducting due diligence checks, developing contracts, and collecting data, all of which require a good attention to detail to ensure that all documentation and records are in order.	<b>S</b>
	Ability to work effectively under pressure, creatively solving problems that arise and demonstrating resilience.	KTI is a fast-paced organisation with large ambitions and therefore there are times of the year that can be very busy which require all KTI staff to be resilient and creative when problems do arise.	<b>A, I</b>
	Ability to use basic Microsoft office programmes, such as Word, Excel and PowerPoint	KTI uses Microsoft Windows and frequently uses Word, Excel and PowerPoint so you will need to have a basic working knowledge of these programmes	<b>S</b>
	Ability to use remote working and communication tools such as Zoom and Microsoft Teams.	Much of our work is conducted via Microsoft Teams and Zoom, therefore a basic working knowledge of the tools is important	<b>S</b>
	Strong awareness and understanding of equality, diversity and inclusion and the ability to translate these into effective action	Our values of EDI are the core of our offer. All our team members should share our values and promote them in our daily work.	
<b>Experience</b>	Experience of working on/ or with education and enterprise and and/or initiatives supporting young people	In this role you will work alongside our partners to design and implement education and entrepreneurship programmes for young people in Nigeria, therefore we are looking for you to bring your experience of working on or with similar youth-focused initiatives in the region to ensure the initiatives are relevant and impactful.	<b>S, I</b>
	Experience of engaging and working with a variety	This role involves working alongside our partners as well as other stakehold-	<b>S</b>

	of organisations, institutions, and individuals at different levels	ers across the public, private and voluntary sectors, sometimes at senior levels, and to be able to jump straight into this and build effective relationships you need to have some previous experience	
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Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills.

Criteria	Desirable	Why is this needed?
<b>Skills and Knowledge</b>	Knowledge of the project management cycle	All of our projects and partnerships work through a cycle and therefore, as a key member of the team working to manage projects with partners, it will be beneficial to have some prior knowledge of the project management cycle.
	Knowledge of monitoring and evaluation approaches and tools	You will lead on some monitoring and evaluation activities therefore it will be useful for you to have some knowledge of this, however we will provide training on KTI's approaches and tools
<b>Experience</b>	Experience of creating engaging programme content, including session plans and resources, tailored to the needs of young people locally	As mentioned above, you'll be working with partners to create, adapt and improve content therefore having prior experience will be of value when doing this to a high standard
	Experience of providing administrative support to project teams	If you have previous experience of providing administrative support you'll be able to hit the ground running in the Africa team as this is a key part of the role
	Experience of collecting and processing data	In this role you'll work with our partners to collect data and then process it so we can use it to evaluate the work and talk about what we do. Having experience of this will help you quickly learn KTI's approaches
	Experience of designing and facilitating engaging training sessions and workshops	A key focus of our work over the next year will be delivering engaging and relevant training sessions and workshops to our partners it would be beneficial to have some experience in designing and facilitating engaging sessions.
	Experience of remotely managing partnerships	Since we are based in the UK and our programmes run in Africa, we would highly appreciate an experience in remote management of partnerships, mostly using digital tools
	Experience of working internationally	The role requires working effectively in different contexts.

## 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.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
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.

Here at King's Trust International, 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, 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 NOW (Network of Women), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.






### THE WELFARE OF OUR YOUNG PEOPLE

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 build resilience to risk, making mistakes as a way of learning.</p> <p>We celebrate creativity, curiosity, eagerness to learn and open-mindedness.</p>