



Prince's Trust
International

Job Description

JOB TITLE: International Programme Manager Sierra Leone

LOCATION: Ideally, London. Other UK based locations will be considered.

HOURS: Full-time – 35 hours per week. Hybrid (at least 2 days in the office if London based, 3 days working from home).

OVERSEAS TRAVEL: Approximately 30% of time could be spent abroad on project visits.

PAY BAND: Band 4 Specialist/Managerial - £28,900 - £32,000 (+ London weighting of £4,000 if London based).

RESPONSIBLE TO: Head of Delivery – Sub-Saharan Africa

RESPONSIBLE FOR: This role currently has no direct reports.

About King's Trust International

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

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. [Prince's Trust International](https://www.kings-trust.org/)

Context of the Role

This role is central to our growth of delivery in Sub-Saharan Africa and will be responsible for establishing new projects in Sierra Leone and focusing on programmes in Sierra Leone.

The role will involve working closely with partner organisations and stakeholders, developing detailed implementation plans and associated project management tools, conducting employer, young people and stakeholder engagement activities and reviews, and supporting other projects/initiatives across the region as necessary.

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.
- Prince's Trust UK for knowledge exchange

Key Areas of Responsibility

1. Support the scoping and manage the set-up of pilot projects in Sierra Leone, developing detailed project and implementation plans, completing due diligence procedures and establishing clear roles and responsibilities and project management structures with all partners.
2. Directly manage and monitor ongoing delivery of programmes and/or projects, supporting in-country partners to meet agreed targets, and reporting on progress to both internal and external stakeholders. This may include delivering briefings and training and producing toolkits and resources. With specific responsibility for growing, developing and enhancing the impact of programmes in Sierra Leone.
3. Ensure that our programmes in Sierra Leone are safer by design, by embedding robust safeguarding principles into the design and delivery of the programmes.
4. Lead on embedding the King's Trust International M&E framework, ensuring that relevant and accurate information is received from all partners.
5. Lead specific projects in support of the strategic development of King's Trust International Programmes, for example strengthening our programming around gender, inclusivity, and climate.
6. Where required, line manage and/or project manage members of the programmes team in support of agreed objectives and targets.
7. Manage and monitor budgets, ensuring maximum draw down on funding whilst delivering efficient use of resources. Responsible for accurate and up to date financial reporting for internal and external purposes
8. Work with the wider King's Trust International team to manage external communication and relationships with external partners, supporters, key stakeholders and all interested parties. Ensure accurate project information is communicated on the King's Trust International website, any stakeholder, funder and project partner websites or publications, and in press releases.
9. Keep up to date with developments in with relevant global issues for young people in the UK as well as existing and potential King's Trust International countries, especially in relation to potential opportunities to develop or enhance King's Trust International programmes.
10. Support the Head of Delivery, 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.

11. Lead the input of project-specific information to support new funding bids and opportunities, including the preparation of budgets.
12. Carry out any other duties as may reasonably be required by King's Trust International, when required.

Budget

Responsible for managing the relevant project budgets within the financial management guidelines, and for supporting the King's Trust International team to maximise draw down on the relevant funding contracts whilst delivering efficient use of resources. Responsible for accurate and up to date financial reporting for internal and external purposes.

Person Specification

We are committed to representing, at all levels, the global communities and young people that we serve. We value transferable skills and are dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging. We encourage women, gender non confirming folx and those from our various ethnic groups to apply for our roles. Our focus is on aptitude, transferable skills and behaviours to assess your potential and only include essential criteria on our person specification that is genuinely required to do the job.

The essential criteria shown below describe the skills, knowledge or qualifications that are necessary to do the role. We will review your CV and supporting statement during the shortlisting process.

Some of the criteria shown below will be assessed at the shortlisting **(S)** stage, and this will be based on the information you have provided. Skills or experience can be gained in a variety of ways, in your personal life as well as professionally, so do add any experience that you feel is relevant, gained outside of your professional life. In describing your experience, provide as much detail as possible; for example, instead of 'I have good communication skills.', describe a situation where you feel you demonstrated this or where you have used other skills or knowledge.

If you are shortlisted, 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?
Skills and Knowledge	Strong understanding of the challenges and opportunities for disadvantaged young people in Sierra Leone	<p>The end goal of all our work is to support every young person to have the chance to succeed. It will be crucial for you to have prior understanding of the youth landscape in Sierra Leone.</p> <p>Our work and that of our partners focuses on youth skills development through our core education, employability and enterprise programmes, therefore you will need to have a good understanding of these types of programmes.</p>	S,I
	Good understanding of skills development programmes, especially in relation to employability, entrepreneurship and education.	This role will be responsible for a range of programmes and potential programmes that cover Education, employability and enterprise. The International Programme manager will need to contribute throughout the ideation, design, development, delivery and evaluation of such programmes.	S,I
	Excellent planning and organisational skills and the ability to successfully manage partnerships.	This role will be responsible for all aspects of setting up, piloting and managing multiple projects and partnerships within Sierra Leone. There will inevitably be very busy periods in the year, with projects pulling you in different directions. You will need to be very organised and be able to plan ahead to meet all the deliverables of each project.	S,I
	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	You'll need to build strong and collaborative relationships with our partners in the regions. You will also be building networks of stakeholders internally and externally and will need to be able to communicate clearly and concisely as well as produce reports/documents and supplementary training content as required.	S, I







	Knowledge of processes for monitoring and evaluation	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.	S, I
Experience	Experience of programme or project management, developing 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 and developing projects and designing and implementing programmes to meet the needs of local stakeholders.	S, I
	Experiencing of integrating strong safeguarding practices into programme design and delivery	Young people in Sierra Leone have complex needs so we want to ensure that all of our programmes are safer by design and that we pass on robust safeguarding mindsets and methodologies to our delivery partners. Therefore, it's vital that you have experience of designing programmes that focus on keeping young people safe.	S, I
	Experience of working in other countries and/or cultures, particularly in Sub-Saharan Africa	You will be working with partners from different countries and regions and therefore it is essential that you have experience of adapting your style and approach and awareness of how other cultures may have different expectations and ways of working.	S
	Experience of working collaboratively within a complex organisation and successfully delivering projects or initiatives that span disciplines and reporting lines	This role will collaborate with others across the organisation, and wider PT Group. Importantly, you will need to work closely with KTI colleagues and our partners to ensure there is proper planning, implementation and monitoring of programmes.	I

	Experience of managing relationships with multiple stakeholders and partners, including governments, agencies, and public bodies	This role will require stewarding relationships with a range of diverse stakeholders, each with differing needs and interests, to achieve the goal of impactful delivery for young Sierra Leonians. Balancing these various demands will be critical to success.	
Criteria	Desirable	Why is this needed?	
Skills and Knowledge	Strong awareness and understanding of equality, diversity and inclusion and the ability to translate these into effective action	Prince's Trust International have strong ambitions to produce programming that promotes Equality, Diversity and Inclusion, and hope to exemplify these values across all our work.	
	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.	
Experience	Experience of working in Sierra Leone	This role will be managing and developing projects in Sierra Leone and experience of working in Sierra Leone will be beneficial in terms of understanding the cultural context and working environment.	
	Experience of developing and delivering training	Whilst we work with a suite of programmes, we also work with local partners to ensure our programmes are responding to local needs and therefore, being able to develop, adapt and deliver training would be beneficial.	
	Ability to communicate in Sierra's Leone's country language, Krio	You will need to develop strong relationships with partners and stakeholders across Sierra Leone and therefore it will be necessary to communicate and support delivery and observation of workshops /focus groups and training in Krio where necessary.	

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.

We are committed to equality, diversity and inclusion and strive to have a workforce that is representative of the communities we serve, with a workforce diverse in age, gender identity, sexual orientation, physical or mental ability, ethnicity, gender and socio-economic backgrounds. 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). We recognise the importance of a fitting work life balance and can discuss various flexible working hours.






THE WELFARE OF OUR YOUNG PEOPLE

King's '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 Criminal check. 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>Effective communicators</p>	 <p>Approachable</p>	 <p>Solution-oriented</p>	 <p>Inclusive</p>	 <p>Emotionally intelligent & resilient</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>