

Projects Manager – South Asia

JOB DESCRIPTION

Job title	Projects Manager – South Asia
Location	Swindon, and its local sites. Regular international travel, especially across the region of South Asia, will be required.
Department	Projects
Contract type	Permanent – office based in Swindon, Wiltshire
Responsible to	The Projects Manager – South Asia reports to the International Chief Projects Officer. The Projects Manager – South Asia also works closely with the wider Projects Department and external project partners (Christian ministries, churches and organisations).
Application deadline	Please see posting website
Vacancy reference	PMSA1
Additional information	This post is subject to a probationary period of 6 months

Barnabas International is a large family of Christian ministries and charities focused on giving practical support to suffering, abandoned and persecuted Christians around the world. The ministry was founded in 1993, and since then, it has funded projects in more than 100 countries, providing hope and help to millions of our brothers and sisters in Christ. Some of our key projects include supplying food aid, medical supplies, educational and vocational training, Bibles, micro-enterprise, disaster relief, help for victims of violence, and support for pastors and church leaders. Barnabas Aid also provides advocacy for religious freedom, especially for persecuted and suffering Christians.

Barnabas is primarily a Christian ministry and a charity. Employees are expected to subscribe to the Vision, Mission, Value and Statement of Faith, and their work may be viewed as being vocational.

There is an occupational requirement for applicants to be practising Christians, who are engaged in their local church, in order to be able to carry out our roles.

Overview of the Projects Manager – South Asia role and the team

The Projects Manager – South Asia will join the projects team and interface with new and existing project partners in areas where the Church is persecuted and/or suffering. This role is responsible for identifying, evaluating and overseeing projects in South Asia that align with Barnabas Aid's mission and objectives. It involves managing the entire project lifecycle, from proposal evaluation and grant administration to monitoring and reporting. The ideal candidate will have a strong background in project management, excellent organisational skills, and a passion for making a difference in the lives of suffering Christians through effective grant management.

Main duties and responsibilities

- **Project Identification and Evaluation:**
 - Engage with Christian ministries, churches and organisations across South Asia to identify potential projects that support persecuted and suffering Christians.
 - Evaluate project proposals for alignment with BA's mission, feasibility, and impact. This includes assessing comprehensive project plans, their objectives, timelines and budgets.
 - Present proposals to the Projects & Disbursement sub-committee for their deliberation and decision-making.
- **Grant Management:**
 - Oversee the entire grant-making process, from initial proposal evaluation and grant administration to monitoring and reporting.
 - Ensure all grant-funded projects meet the established criteria and objectives.
 - Monitor and evaluate the effectiveness of funded projects, ensuring adherence to project plans and budgets and compliance with BA's standards and guidelines.
 - Conduct regular site visits and audits to ensure compliance with grant requirements.
- **Stakeholder Engagement:**
 - Build and maintain strong relationships with project partners and other key stakeholders.
 - Communicate regularly with project partners to provide guidance, support, and ensure effective project implementation.

- Represent BA at meetings, conferences, and other events as required.
- **Budget Management**
 - Manage a sizeable budget for their region, ensuring funds are allocated effectively and efficiently.
 - Track project expenditures and ensure financial accountability and transparency.
 - Prepare regular financial reports and updates for senior management.
- **Line Management**
 - Lead, mentor, and manage the Projects Administrator, providing regular feedback and performance evaluations.
 - Provide day-to-day management and support to the Projects Administrator.
 - Foster a positive and collaborative working environment.
 - Address any performance issues in a timely and constructive manner.
- **Reporting and Documentation**
 - Maintain comprehensive project documentation, including agreements, reports, and correspondence.
 - Prepare detailed reports on project progress, challenges, and outcomes.
 - Provide insights and recommendations for future projects and funding strategies.

Other duties

The above is not an exhaustive list of duties. From time to time, the employee may be asked or required to carry out other additional tasks, or duties, over and above their usual day to day activities. Employees are expected to work collaboratively to support the overall work of Barnabas Aid.

Knowledge, Skills and Experience

Essential

You will demonstrate strong evidence in the following areas:

Experience:

- Must have deep empathy and strong understanding of the challenges faced by persecuted and suffering Christians, especially in the context of South Asia.
- Must possess deep cultural awareness and personal experience of living and working in South Asia.

Skills:

- Exceptional communication, relationship-building and interpersonal skills.
- Strong attention to detail and sound judgement.
- Excellent analytical and problem-solving abilities.
- An ability to interpret and critically evaluate proposals, schedules and step-by-step action plans.
- Good leadership and team management skills.
- Strong team player who works well independently and as part of a diverse team.
- Excellent organisational and time-management skills, with the ability to manage a heavy caseload and multiple projects simultaneously.
- Cultural sensitivity and the ability to work effectively in diverse cultural contexts.
- Resilience and the ability to handle challenging and sensitive situations.
- Proven experience managing budgets.

Educational background:

- Bachelor's degree in International Development, Project Management, Theology or a related field.

Desirable

- Fluency in one or more of the following languages is highly desirable: Hindi, Bengali, Punjabi, Urdu or Tamil.
- Proven work experience as a Projects Manager is highly desirable, preferably within a grant-making or non-profit organisation. Relevant experience gained in a comparable role in a similar environment would also be advantageous.
- Experience in project management/administration, from conception to delivery.
- Proficiency in project/grant management software and tools (e.g. AIMS).
- Familiarity with risk management and quality assurance control.

Person specification

- A strong commitment to the values and mission of Barnabas Aid, with an understanding of Christian principles and ethics in project management.
- High level of integrity, ethical conduct and professionalism.

- Willingness to travel regularly within the UK and internationally as required.
- Personal resilience and adaptability.
- Discretion and sensitivity with understanding of issues of confidentiality.
- A flexible approach to work, with a cooperative and collaborative attitude, ensuring excellent standards of service are maintained at all times.

From time to time, additional training, including safeguarding training, may be required.

The offer of employment will be subject to the appropriate pre-employment checks such as references, qualifications, DBS criminal records, and eligibility to work in the UK.

Barnabas Aid provides our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work collectively and individually. Join us and you will find a friendly and vibrant workplace with a positive outlook on the future.