



Programme Manager Job Description

12 month contract based in Kampala, Uganda, with frequent national and regional travel.

Reporting to: Regional Programme Manager - East Africa.

Detailed induction training to be undertaken by post holder.

Summary of post:

Working with TackleAfrica's Regional Programme Manager and Project Officers at local partner organisations, you will provide particular support to our partner organisations' football coaches and youth leaders. You will develop and advance coaches' football coaching skills, leadership and communication skills, SRHR and HIV knowledge, group facilitation skills, all of which will enable them to continue to engage young people and focus on specific SRHR and HIV-related issues within their communities.

The post holder will be responsible for managing and delivering a football-based education programme, training football coaches to provide sexual health information and beneficial outcomes to young people and key populations.

Your support will provide continuing personal and professional development and in-depth support for these coaches, continuing their coach education so that eventually they are able to train and support other coaches from within their communities.

The above will be carried out within the context of TackleAfrica's on-going programme of football coach education and include the following:

1. Organise and deliver TackleAfrica football coaching courses with partner organisations

- Provide additional on the ground support to local TA trained coaches post course to support their delivery of high quality and impactful SRHR/HIV educational football coaching sessions on a regular basis
- Carry out TackleAfrica monitoring and evaluation processes for each course including data collection
- Collect relevant marketing material from each course to support the promotion of TackleAfrica's work both in the UK and Africa

2. Development of TackleAfrica's in-country partner organisation in areas such as:

- Improved preparation of TackleAfrica coaching projects
- Line Management and/or coordination of TackleAfrica Project Officers
- Identification and development of training and support needs of Project Officers
- Improved recruitment of coaches/organisations for TackleAfrica coaching courses
- Improved evaluation of coach education courses
- Improved tracking of activities delivered post course using TackleAfrica's M&E systems

3. Programme management, programme development and report writing

- Produce and submit timely reports to donors on their programmes
- Ensure programme objectives are met and budgets well managed
- Review activities and keep the donor informed of any changes to programmes

4. TackleAfrica resource development

- Create, collect and document new drills from trained TackleAfrica coaches and young people
- Further development of TackleAfrica's coach education training courses including levels of courses for returning coaches
- Continued input into TackleAfrica's football-based SRHR/HIV curriculum

5. Development of stories, photographs, interviews and other marketing material of organisations, coaches and young people involved in the programmes

6. Develop and maintain relationships with other local Sport 4 Development organisations and any other relevant CBOs/NGOs/INGOs in-country

7. Scoping potential new partners for TackleAfrica

Key Skills Required

Above all you need to be a highly motivated, resourceful, adaptable and self-sufficient individual with football or other sports coaching experience. The role involves travelling to and working closely with local partner organisations across the region and representing the charity to key stakeholders. You will need strong communication and diplomatic skills.

Previous experience working or volunteering in Africa or International Development is not essential but would be highly desirable. The role involves frequent travel to under-served regions.

SRHR/HIV Experience: You need to have, or be able to develop, a strong understanding of SRHR/HIV but you are not expected to be an SRHR/HIV expert at induction. We work closely with leading professional experts in this field and provide a full training programme to support this aspect of the role, including online learning modules and field work. Any prior experience of the SRHR and HIV sector would be highly beneficial, and the role holder will be expected to grasp complex culturally and gender sensitive issues with relation to SRHR and HIV.

Person Specification

- Highly motivated self-starter and team player with a proven ability to work successfully on their own initiative with remote support/supervision
- An excellent fit with TackleAfrica's Values and Behaviours with a willingness to get involved with all areas of operational delivery as well as management
- Delivery focussed, well organised with experience of running training programmes
- Strong written, verbal communication and presentation skills
- Committed to and enthusiastic about SRHR/HIV education, with knowledge of international development/SRHR/HIV education an advantage
- Football Association Level 1 qualified or equivalent qualification is highly desirable
- Other sports qualifications and sporting experience will also be considered
- Computer and internet skills essential