

## Job Description - Programme Manager

Location	Lusaka or Kitwe Zambia (2 positions)
Duration of contract	1 year contract with renewal based on high performance
Expected start date	TBC
Reporting to	Senior Programme Manager

### What we do

TackleAfrica uses the power and popularity of football to deliver HIV and Sexual and Reproductive Health and Rights (SRHR) information and services to young people on football pitches across the continent. We do this by training African football coaches, games teachers and community leaders to use fun, interactive football sessions with inbuilt sexual health messaging with their players. Alongside receiving sexual health information during football sessions, players also have the chance to access sexual health services at sessions and football tournaments, such as HIV testing, condoms and other contraception, and referrals to further clinical services. We have programmes in twelve African countries, run through partnerships with local community organisations and football clubs.



### Summary of post

Working with your Senior Programme Manager and leading a collaborative team of Project Officers, partner staff and football coaches, you will help train and develop TackleAfrica football coaches to deliver a football programme to their teams aimed at improving SRHR and limiting the impact of HIV in their community.

### Responsibilities

1. **Organise and deliver TackleAfrica football courses and activities for coaches**
  - a) Lead on course preparation and delivery
  - b) Lead on tournament, and other outreach, preparation and delivery
  - c) Provide on-the-ground support to the project team and coaches at football sessions to ensure they deliver high quality and impactful HIV/SRHR football sessions
  - d) Carry out TackleAfrica monitoring and evaluation processes for each course including data collection



- 2. Programme management, programme development and report writing**
  - a) Managing the weekly tracking of coaches and their sessions
  - b) Monthly tracking of services and sessions delivered
  - c) Produce and submit timely reports to donors on their programmes
  - d) Ensure programme objectives are met and budgets well managed
  - e) Review activities and keep the donor informed of any changes to programmes
- 3. Budget Management**
  - a) Manage overall budgets for programmes
  - b) Forecast and budget adjustments where necessary
  - c) Monthly spend reporting, receipting and checking project reports
  - d) Ensure project staff salaries and supplier payments are paid on time
  - e) Ensure procurement processes are followed and develop supplier links
- 4. TackleAfrica resource development**
  - a) Create new materials where appropriate for coaches to better deliver their session, in partnership with the team
  - b) 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 whilst adhering to strict safeguarding protocols**
- 6. Develop and maintain relationships with other sector organisations and any other relevant CBOs/NGOs/INGOs in-country**

## **Key Skills**

Above all, you need to be a highly motivated, resourceful, adaptable and self-sufficient individual with football or other sports coaching experience. Most roles involve working remotely at home for a proportion of the week so you must be self-motivated and an excellent communicator. You need to be able to work flexibly as schedules change constantly.

**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 provide a full SRHR/HIV training programme to support this aspect of the role, including online learning modules and field work. You must follow and pass this course to a satisfactory level during induction. You must be able to promote condom use.



## We're looking for...

- 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
- Excellent programme management, IT and computer skills: you will be preparing monthly progress reports and liaising regularly with our donors and funders
- Qualified football coaches, relevant equivalent coaching experience or other facilitation or training experience: you will be training project staff and community football coaches to deliver the TackleAfrica methodology on the football pitch.
- Budgeting experience, particularly MS Excel: you will be preparing and analysing monthly financial reports for your staff and donors and be responsible for budget management
- Excellent communication skills in Nyanja or Bemba and English
- Committed to SRHR/HIV education and prepared to follow online training

## Benefits

Medical insurance will be provided as well as all work related expenses such as work-related airtime, travel expenses and stationery. A laptop and phone will be provided if required. The role requires extensive local travel and you will be expected to use pre-ordered taxis and buses to travel. If you have your own vehicle, fuel will be reimbursed in accordance with our travel policies.

For all enquiries, contact [recruitment@tackleafrica.org](mailto:recruitment@tackleafrica.org)