

## Programmes Manager

Reporting to	Head of Finance and Operations
Conditions of service	37.5 hours per week 25 days annual leave per annum & public holidays Permanent contract
Salary Band	£30,000 - £37,000
Location	Nairobi, Kenya
Main working contacts	Head of Finance and Operations, Head of Development, CEO, Policy and Advocacy Manager, Communications Manager, Finance and Operations Manager, and programme partners, volunteers and supporters
Travel	Some international travel will be required, with notice
Application requirements	Please send CV and cover letter to <a href="mailto:HR@orchidproject.org">HR@orchidproject.org</a>
Closing date	15 <sup>th</sup> December 2021
Interview dates	Two-stage interview process – week/commencing 20 <sup>th</sup> December

### About Orchid Project

Orchid Project has a vision of a world free from female genital cutting (FGC). We are a small but growing, dynamic not-for-profit organisation with a proven track record of delivering programmes, policy, advocacy, and communications supporting an end to FGC. More than 4 million girls a year are subjected to female genital cutting. This involves partly or fully removal of a girl's external female genitalia. In the short term, it can cause serious bleeding, infection and sometimes death. It dramatically disadvantages girls for the future: many girls never return to school and are often forced into early marriage. As well as the physical damage, cutting significantly curtails the education, incomes, and independence of women and girls. It is a fundamental breach of the human rights of women and girls, and it causes lasting health, education, economic and social harm. Many communities are ending cutting - and we know this can be accelerated to meet the world's target of ending this practice by 2030 - but at the moment, the population is growing faster than the prevalence is falling, leading to a rising number of girls being cut each year. Because of the COVID-19 pandemic, programme work to end cutting has been disrupted worldwide, and an additional 2 million girls are now at risk of being cut in the next ten years, according to UNFPA.

Orchid Project works in three ways:

- Advocating for resources and commitments to end FGC
- Sharing best practices, and communicate the scale and impact of FGC and how it is ending
- Partnering with grassroots organisations working towards abandonment in practising countries

Orchid Project is currently a team of 9 staff. For additional information and to read our strategy, please visit our website [orchidproject.org](http://orchidproject.org).

### Values

We are **collaborative**, we are **respectful**, and we are **open and accountable**. All staff are expected to uphold Orchid Project's values and work together to achieve **transformational change**.

### Role Description

A key member of an innovative Programmes Team, the Programmes Manager will lead on the following aspects of our programmatic work: identification, due diligence, development, support and evaluation of Orchid Project's grassroot project partners. The role will encompass reviewing and enhancing existing tools and resources as part of Orchid Project's support package to current partners and will actively seek out new areas / themes for potential partnership and innovation. The Programmes Manager will work closely with the wider Programmes Team to ensure learning captured from project partners is shared within Orchid's wider network and the sector more generally. The Programmes Manager will support the secondary theme of Programmes work focuses on knowledge sharing and learning, working closely with the wider Programmes team to deliver and scale Orchid Projects Knowledge Sharing Programme.

### Programme development

- Lead the management of programme delivery, working closely with grassroot partners to ensure outcomes are delivered and shared. Work collaboratively with the Finance and Operations team to ensure effective financial management, risk management, safeguarding and compliance for the programmes.
- Lead and facilitate monthly project board meetings with representatives from all departments to ensure opportunities for a review of project deliverables, cross-collaboration, shared decision making, and accountability.
- Manage relationships with grassroot partners through monthly support calls, supportive and timely communication, visiting programme activities etc.
- Ensure Orchid receives accurate and timely narrative and financial reports, in collaboration with the finance team, from programme partners, provide technical support and feedback to encourage programme delivery and development.
- Work with all programme partners to develop and implement robust monitoring and evaluation, increase the capacity of partner organisations to generate impact data.
- Work with all programme partners to ensure that Orchid Project's safeguarding standards are upheld
- Work collaborative with the fundraising team to provide timely donor updates, develop donor reports and support with other donor communication as needed.
- Collaborate with the fundraising team to ensure programmatic activities are accurately reflected in fundraising proposals, lead on developing the donor reporting and programme input to accurately present Orchid's programmes at donor meetings.

- Develop new areas of programmatic work, considering new approaches, new geographies and new strategic partnerships.
- Work closely with the Communications Manager to ensure effective internal and external communications, amplifying the impact and voice of grassroots programme partners.
- Support the design and implementation of efficient systems and processes to enable effective programme and partner management, including onboarding new partners and due diligence. Oversee the management of these systems and processes.

### Knowledge sharing and learning

- Lead on developing Knowledge Sharing Programmes (KSP), including scale up, network building and development of the next phase of KSW models and training of trainers.
- Support the development of robust monitoring and evaluation for the effective management and impact of KSP.
- Manage and support the growing network of organisations and individuals engaging in Orchids KSP to ensure best practice is being regularly shared with grassroots networks using diverse methodologies.
- Work closely with Communications manager to amplify the success and impact of the KSP and to create platforms for sharing, learning and development.
- Develop content for the workshops, facilitation guides and learning resources.
- Facilitate workshops as appropriate, working along external consultants and facilitators.
- Lead on logistics for knowledge sharing workshops.
- Develop budget and financial management of the programme with the finance team. Work collaborative with the fundraising team to provide donor reports.

### Strategy planning and departmental tasks

Support the following in conjunction with the Head of Finance & Operations and the Team

- Development of a 3-year Programmes Strategy, linked to the wider organisational strategy, which sets out the scale and growth ambition of Orchid's programmatic work.
- Development and review programmes departmental budget, conducting quarterly expenditure reports and budget re-forecast.
- Develop and grow strategic programme partnerships to enable the effective delivery of Orchid Project's strategic ambition and to secure increased resource in conjunction with the Head of Business Development (e.g. AMREF, IPPF, UNFPA).
- Working collaboratively with all other teams within Orchid Project to ensure partner and community voices are present in all aspects of Orchid Project's work (e.g. communications, advocacy & fundraising).
- Representing Orchid Project at events from time to time.

### Other tasks as they arise

- Orchid Project is a small team in an entrepreneurial environment, and you may be required to undertake tasks outside of your job description from time to time. You are also likely to be required to occasionally work some evenings and weekends for events.

ORCHID  PROJECT

WORKING TOGETHER TO END  
FEMALE GENITAL CUTTING

### Working relationships

- Reporting to Head of Finance and Operations and working closely with the senior management team to implement organisational strategy and collaborate on cross-cutting projects.
- Support each team within the organisation with programmatic detail and female genital cutting expertise, including programme inductions for new staff.
- Facilitate both internal and external learning spaces for the Orchid team.
- Lead cross-department committees to strengthen our organisation
- Managing and working with Orchid Project programme consultants and pro bono supporters.
- This role might have a line management responsibility in future.

### Person Specification

This is an excellent opportunity for the right candidate to further develop their career with a highly reputable, growing organisation that punches well above its weight in the women's rights sector.

### Essential

- Minimum 5 years prior experience working in a programme role.
- Experience in programme design, management, implementation and measurement, with ideally in international development, FGC programming or gender programming
- Experience of developing relationships with external stakeholders at all levels, coordinating messaging and influencing decision-makers.
- Attention to detail and ability to produce a high standard of work with minimal supervision, including ability to adapt complex information in a clear, concise manner to the relevant audience.
- Experience of coordinating work of external suppliers, pro bono supporters or other contributors
- Basic understanding of FGC, the rights of women and girls and/or human rights, with a strong desire to learn and develop subject matter knowledge.
- Willingness to work with all teams towards organisation-wide goals, with a keen focus on Orchid Project mission and adding value with all your work interactions.
- Project management skills and ability to work flexibly, prioritise tasks and manage workload.
- Developed monitoring and evaluation frameworks and managing project evaluations.
- Experience in developing and implementing high impact programmes strategies, considering a wide range of programmatic approaches and partnerships
- Strong interpersonal and facilitation skills that include experience with coordination, relationship building and working with diverse groups
- Excellent communicator, both written and oral
- Able to work on own initiative, with flexibility and as part of a team.
- Fluent in English
- Excited to work in a small growing charity
- Organisational skills and ability to work under pressure to tight deadlines
- Sometimes willing to work outside office hours or at weekends and happy to travel internationally
- Commitment to upholding Orchid Project's Safeguarding standards
- Experience in delivering training to a wide variety of audiences
- Experience of writing high quality proposals and reports
- Ability to demonstrate commitment to Orchid Project's values

### Desirable

- Experience of programme delivery in multiple countries
- A working knowledge of a second language from a practicing country

### Anti-Racism, Diversity and Inclusion at Orchid Project

Orchid Project is committed to being actively anti-racist. We encourage people from all backgrounds and experiences to apply. We value lived experience and encourage you to apply even if you do not meet 100% of the Person Specification.

### Safeguarding

Orchid Project is committed to protecting children and vulnerable adults, staff, representatives and partners from any unwanted behaviour. All staff are expected to abide by Orchid Project's Safeguarding Policy. Training will be provided as part of induction, and relevant background and criminal record checks will be carried out. By submitting your application, you confirm that you agree to these checks being performed and that you will provide all necessary information to support this. For further information regarding Safeguarding please visit <https://www.orchidproject.org/safeguarding-policy/>