

Job Description

Job Title:	Programme Manager (Africa and/or Asia)
Indicative Salary Range/Grade:	£30,000- 33,000 (FTE) dependant on experience
Hours:	Full time OR Part Time as a Job Share 3 days per week.
Work base:	Mix of Home Working and Office Based (Lockdown Restrictions Dependent). The office is based in Bletchley.
Reporting To:	Director of International Programmes and Impact
<p>Job Context</p> <p>Toybox exists to see no child living or working on the streets. We work through local partners in Latin America, Africa and Asia to help bring this vision to reality. This role is critical in helping Toybox achieve its aims. This role is part of a small, dynamic team passionate about changing the world for street children through well designed interventions, capacity building of partners, strategic use of networks and commitment to proactive safeguarding.</p> <p>The role is available full time or as a job share (division of Africa/Asia) and with proven expertise in at least two of the following: MEAL, project finance, economic empowerment, and institutional fundraising.</p> <p>Main Purpose of this Role:</p> <ul style="list-style-type: none"> • To work closely with partners on the quality design, implementation, monitoring and evaluation of projects focused on making a difference to the lives of street-connected children. • The key person within Toybox engaging specific partners, including carrying out partner assessments and supporting them via partner capacity building plans - both remotely and in country. • The preparation of proposals and reports for donors, application of good practice approaches and promoting innovation and learning. 	
<p>Key Areas of Responsibility:</p> <p>Project Design, Monitoring, Implementation and Evaluations</p> <ul style="list-style-type: none"> • Being Toybox' focal point for Monitoring and Evaluation – supporting implementation of the Toybox approach (Theory of Change for Adaptive Programming- TOCAP) and promoting continuous improvement. • Supporting partners to apply TOCAP to develop quality project theories of change and designs. • Supporting the partners to provide quality reports and implement impact-oriented monitoring and evaluation, then share these reports within Toybox for use with donors. • Supporting the identification of new donors and projects for funding, developing proposals and ensuring quality reports to a variety of donors. • Carrying out monitoring visits of projects and internal evaluations. • Building the capacity of partners via mentoring and training to increase their MEAL skills. • Supporting the International Programmes Director with forecast figures of budgets required for the countries you are responsible for and supporting partner financial reporting. <p>Accountability</p> <ul style="list-style-type: none"> • Supporting partners to apply accountability approaches including Feedback and Response Mechanisms with children and young people. 	

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- Building the capacity of partners to implement good organisational safeguarding practices.
- Ensuring partners are applying appropriate organisational management approaches to increase their value for money and to reduce the risk of fraud.
- Contributing to the Toybox annual report, including compilation of information on impact.
- Working with the Marketing and Fundraising team to identify significant information to relay to Toybox supporters including creating blogs, vlogs and tweets etc. of your overseas trips.
- Ensuring programme documentation is kept up to date and stored adequately for use across the organisation.

Partner Assessments, Capacity Building and Technical support

- Carrying out assessments of new and existing partners and developing capacity building plans with them to address gaps.
- Providing training and mentoring (in person and remotely) for partners on specific topics including, strategy development and implementation, child rights and protection, safeguarding, MEAL, as well as technical approaches for working with street-connected children.
- Working with partners to identify potential risks and methods to mitigate them.

Learning, Innovation and Research

- Document and promote adaptation and learning within projects to improve impact.
- Promoting good practice and innovative approaches within projects and sharing learning within the International Programmes team and the wider Toybox team.
- Occasionally carrying out select pieces of research.

Other

- To undertake such travel as may be required to fulfil the role, both nationally and internationally (up to 20% of time).
- To be sympathetic to the Christian ethos of the charity.
- Participate in external meetings such as BOND, CSC and sectoral working group meetings
- To attend and participate fully in team and cross team meetings as required.
- To work collaboratively across the organisation, including providing content and support to the Marketing and Fundraising Team and close partnership with the Finance team.
- To perform ad hoc duties as required.
- To undertake such personal development and training as is required to fulfil the role.
- To undertake any other tasks that may reasonably be regarded as appropriate for the role.