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| Job title | Child Protection Project Manager | | | Department/office | | Theatre for a Change Malawi, Community Programme | |
| Job type | Full time | | | Cost of Post | | TBC | |
| Line manager | Head of Community Department | | | Post-related allowances | | None | |
| Job aims | To provide effective leadership and management for the Child Protection Project (CPP)  To line manage the Child Protection Staff under the Community department  Develop and manage partnerships with strategic partners across the project | | | | | | |
| Number of staff managed | 3 | As line manager | 2 | | As countersignatory | | 0 |

## Project Development

* Review the new design of the Child Protection Project (CPP) project and make recommendations on the direction of expansion/ enhancement.
* Identify gaps in the current funding and with the support of the line manager actively seek to address them.
* Assess the impact and sustainability of the project and make recommendations to ensure these are maximized.
* If/ where necessary support the line manager with proposal development for the project.

## Project Management

* Plan the delivery of the project and its activities in accordance with the outputs and indicators.
* Ensure that project activities operate within the policies and procedures of the organisation and comply with all relevant legislation and professional standards.
* Write reports on the project for management and donors with the support of the line manager.
* Identify risks associated with Project activities and work with the line manager to manage these risks.

## Quality Management

* Drive the quality of the project delivery by insisting on the highest standards of planning, delivery, monitoring and evaluation.
* Manage target setting by staff and participants within the projects.
* Manage the quality of delivery of activities by project staff for impact by holding regular review meetings and feeding back recommendations into project.

## Partnership Development and Management

* Identify areas/ gaps across the project that can be best implemented by strategic partners.
* Actively look for strategic partners to supplement project.
* Take a leading role in building/fostering and managing relationships with strategic partners under the project.
* With the help of other staff members develop a referral system to strategic partners.
* Write Memorandum of Understanding (MoUs) for all relevant strategic partners with the support of the line manager or other senior management staff.
* Represent Theatre for a Change in partnership meetings.
* Take a leading role in writing partnership reports.

## Finance Management

* Budget holding of all Child Protection project activities budget lines
* Understand the budget of the project managed and work to ensure all payments are allocated correctly to the budget with support from the line manager.
* Ensure that all the lines in the budget requests made by the team are justifiable.
* Ensure that budget requests are liquidated on time and provide accurate information and evidence for activities work undertaken by the team.
* Track all relevant budget lines, ensuring spend is within budget.
* Submit quarterly cash request per budget line to the line manager.
* Submit realistic budget forecasts every quarter.

## Monitoring, Evaluation and Learning (MEL)

* With the MEL department support the development of various MEL tools to assess and document project activities.
* Collect and keep updated data in-line with the logframe as agreed with the line manager and MEL manager.
* Work with line manager to assess the strengths of the project and identify areas for improvement.
* Look through evaluation findings with the line manager and recommend changes to enhance the project as appropriate.

## Human Resource Management

The manager is in charge of HR issues for employees they directly manage. This includes but is not limited to:

* Directly line manage the CPP team of 3 people.
* Supervise and monitor project staff by providing direction, input and feedback through regular 1-2-1s and target reviews.
* Ensuring that all yearly appraisals/performance management processes and target setting are carried out.
* Ensure all project staff have up to date contracts in line with their Conditions of Services.
* Help in identifying and supporting CPP staff development and capacity building needs.
* In consultation with the line manager recruit, interview and select well qualified project staff.
* Engage volunteers/interns for appropriate project activities using established volunteer management practices.
* Ensure that all projects staff receive an appropriate orientation to the organisation and the project with support from the Deputy Country Director.

## General

The Manager should:

* Whenever possible undertake creative initiatives to complement the impact of the projects.
* Ensure that the work is carried out at all times with the utmost of privacy and confidentiality fully in accordance with the terms and conditions of employment.
* Represent Theatre for a Change at meetings with partners and Government officials.
* Commit to promoting equality in terms of race, gender, culture, sexual orientation, and disability, so that Theatre for a Change is recognised as an open and welcoming resource that challenges discrimination and works to address the needs of disadvantaged groups.
* Undertake any other work that is requested for ongoing Theatre for a Change projects during the duration of the contract and which the management team deem that the project manager has the skills to support and/or contribute to for the further development of the project of the organisation.

## Person Specification

### Essential

* A minimum of a first degree in Child Protection or other related field.
* At least 5 years of experience in a similar assignment such as Child Protection project management or other project coordination.
* Understanding international and national standards relating to children’s rights.
* Previous experience with donor funded projects.
* Previous knowledge of establishing effective referral systems.
* Experience of having line management responsibility for one or more people.
* Knowledge of sound financial practice in an NGO context.
* Good English report writing and oral communication and presentation skills.
* Good information and communication technology skills including familiarity with Microsoft office

### Desirable

* Previous training in psycho-social counselling.
* Previous experience developing donor concept notes and proposals for child safeguarding/ protection activities.
* Ability to support and mentor staff.
* Fluent Chichewa speaker.