

# TEAM KENYA



## Overview

Team Kenya is a small, highly effective and ambitious CIO (Charitable Incorporated Organisation) led by a committed Board of Trustees and supported by a key team of volunteers and long-term supporters. Team Kenya work in partnership with a Kenyan NGO to educate girls, empower women and transform communities in rural Kenya. Find out more about Team Kenya on our website and in our new film about our work.

Website – [www.teamkenya.org.uk](http://www.teamkenya.org.uk)

Our Work - <https://www.youtube.com/watch?v=FI8SwYbNGp8&t=17s>

**We have a rare and unique opportunity for an exceptional person to shape both our organisation and their own career in international development.**

This pivotal role will suit a highly organised, motivated and driven person who wants to make a real difference to Kenyan communities and develop their own potential by working in a small, dynamic charity.

## Context

As the sole employee of Team Kenya, the post holder will work closely with the Chair of Trustees (currently a full time volunteer taking the role of CEO supported by the Board of Trustees) and a team of volunteers to implement strategies to support delivery of the overall objectives of the charity.

The post holder will be responsible for the smooth running of the charity through day-to-day administration and will contribute to the long-term development and sustainability of Team Kenya through medium to long-term strategic planning. The post holder will be proactive, have the ability to prioritise and will work well with minimal supervision.

The role will be part time for an initial period of six months but with potential to become a full time permanent role.

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| <b>Job Title:</b>           | Development Manager  |
| <b>Hours:</b>               | Initially 22.5 hours per week (equivalent to three days per week)  |
| <b>Salary and benefits:</b> | £30-36K pro rata depending on experience, all expenses paid<br>familiarisation trip to Kenya in summer 2017, UK work-related expenses covered. |

Team Kenya CIO Registered Charity Number: 1169045

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| <b>Responsible to:</b>  | Chief Executive Officer/Chair of Trustees  |
| <b>Responsible for:</b> | Organisational development including, fundraising, volunteer management, marketing and communications and administrative support.  |
| <b>Location:</b>        | Home based – the majority of Team Kenya trustees, supporters and contacts live in Newcastle Upon Tyne, but we are open to applications from outside this area for the right candidate. |
| <b>Duration:</b>        | Initially 6 months but with possibility of extension to permanent contract and salary review.  |

### **Job Purpose:**

Team Kenya has developed a five year strategy to cover the period 2015-2020, to support the maintenance and development of key programmes that will continue to transform the lives of people, in particular, girls and women, in the community of Ndhiwa, rural western Kenya. You will play a key role in shaping the fundraising and marketing strategies of the organisation to support this 5-year plan, stewarding existing relationships and driving forward new initiatives to ensure long term growth and sustainability. You will work with the Team Kenya Trustees and will manage and grow a team of dedicated volunteers.

### **Fundraising**

- Assess funding priorities and develop and implement a fundraising strategy that will generate sustainable income streams for Team Kenya in line with the organisation's strategic plan for 2015-2020.
- Keep abreast of local, regional, national and international funding opportunities in order to identify unmet needs and spot opportunities.
- To lead on fundraising initiatives including overseas challenge events (Mount Kenya climbs), campaigns and appeals, community fundraising and regular giving.
- To lead on stewarding existing and developing new school and university links
- To support Trustees and the CEO with trusts and foundations, corporate, and major donor fundraising.
- Network and promote Team Kenya to develop and maintain links with existing and potential supporters.
- Understand and contribute to a culture of effective donor/supporter care and relationship management to ensure that reasonable supporter expectations are met

### **Marketing and Communications**

- In collaboration with the Team Kenya Trustees, produce communications and circulate marketing collateral (e.g. email comms, social media, printed newsletters etc.) to promote the organisation to potential supporters.
- Develop and maintain effective communication inside the organisation to obtain information for promotion.

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- Liaise with external parties, such as graphic designers, as required.
- Manage the photo/video library and other marketing materials.
- Liaise with our team in Kenya to understand the projects and work with them to produce engaging case studies.

### **Organisational Development**

- Play an active role in strategic reviews and contribute to the wider thinking and planning of the organisation.
- Ensure delivery of agreed action plans, track and report progress.
- Manage Team Kenya's Customer Relationship Management (CRM) system, eTapestry, to ensure donor and supporter information is kept according to Data Protection laws and that the CRM can be used to effectively support fundraising.
- Contribute to discussions on collection and distribution of Monitoring, Evaluation and Learning (MEL) data to best support Team Kenya's development.
- To assist the Chief Executive Officer with the development of the Strategic Plan, and Operational Plans.

### **Volunteer management**

- Manage a team of volunteers who will support the marketing and communications function of the charity.
- Manage and grow a team of fundraising volunteers to support the organisation to achieve fundraising targets for each quarter and year.
- Where necessary, recruit and manage other volunteers to support the needs of the charity.

### **Admin/Other**

- Act as the first point of contact for all Team Kenya enquiries, dealing with them in a professional and timely manner.
- Maintain personal in-depth knowledge of all aspects of Team Kenya's work.
- Provide regular reports for the CEO and Board meetings
- To undertake training as required.
- To undertake a familiarisation visit to Team Kenya's projects in rural Western Kenya.
- To undertake any other duties in negotiation with the Chief Executive.
- Any other duties within the general scope of the post.

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