

TEAM KENYA

Organisation	Team Kenya
Role	CEO
Salary	£34-38k pro rata depending on qualifications and experience
Hours	Part time 2-3 days or equivalent flexible hours with potential to develop to full time
Location	Newcastle Upon Tyne, UK
Line manager	Chair of Trustees

About Team Kenya

Team Kenya is a small North East based charity that works to reduce extreme poverty and inequality within poor communities in Western Kenya. Our programmes promote gender equality and sustainable development, so that girls and women in rural Kenya can create their own bright futures and whole communities can break the cycle of poverty.

We work with local primary schools, and the whole community that surrounds them to tackle the barriers that prevent girls from accessing quality education. We do this by working towards our three key priorities:

1. Girls Education – Girls gain access to and attain a good quality education and have relevant skills and knowledge to fully participate in economic social and cultural life.
2. Economic Empowerment and Food Security- Families have improved food security and develop sustainable economic enterprises to support girls.
3. Girls Equality and Safety – Girls and young women are equal and respected members of society who are safe at home, in school and in their community.

Purpose of the role

We are looking for a transformational leader to drive the work of Team Kenya in the UK and to work in close collaboration with the Directors of our partner NGO in Kenya, to devise and deliver transformational strategy and cement the charity as a sector leader in excellent development practice.

Leading a small organisation like Team Kenya you will have the opportunity to make the role your own, offering suggestions for improvements in practices and procedures and making recommendations for the future direction of the charity.

You will lead a small team in Newcastle Upon Tyne with the support of our full time Fundraising and Projects Manager, and a part time Fundraising Officer. You will work with and have the support of a highly experienced and engaged Board of Trustees and other volunteers who are all passionate about the work of the charity. Team Kenya has an office in

central Newcastle, where our staff and volunteers work. This role will require some work from this office to maintain good relationships with our other team members, however we do offer flexible working and support home-based working when required, and we will make reasonable adjustments and plan office based meetings around staff hours and needs.

Responsibilities

- Provide strong, effective leadership and management of all the charities activities – as a leader of a small organisation with limited capacity you'll need to be good at managing multiple activities simultaneously.
- Lead the team to reach or exceed fundraising targets and other organisational targets.
- Develop ambitious strategic and operational plans and successfully implement those plans within the agreed budget and timelines.
- Work with Trustees and our partner NGO to devise and closely monitor budgets.
- Give advice to Trustees on suggested improvements to plans or procedures to ensure best results.
- Ensure the charity is effectively and efficiently administered, complying with the appropriate Charity Commission guidelines and other guidance and regulations, such as GDPR.
- Work closely with the Chair of Trustees, Treasurer and other staff and volunteers to ensure good financial management of the charity.
- Ensure the effective monitoring and evaluation of all aspects of the charities work ensuring regular opportunities for learning and promoting constant learning.
- Develop and maintain an active risk management approach throughout the charity and its projects. Escalate risks to the Trustees in line with their expectations and agreed risk profile.
- Act as ambassador for Team Kenya, promote the charity to your own network and regularly build new relationships and develop opportunities for funding.
- Ensure effective liaison, communication and collaboration with our partner NGO and all other external partners including funders such as DFID.
- Make excellent use of volunteers and pro-bono experts to support work-load.
- Provide inspirational and transformational leadership and excellent management of staff, volunteers and donors.
- Build the reputation of the charity as a sector leader in a range of areas from quality programme delivery to use of innovative digital.

Person specification

Experience

Essential:

- Minimum 5 years experience working within the voluntary sector, including some experience of leadership or management.
- A strong track record of delivering income growth through fundraising.
- Experience of positively managing relationships with key stakeholders.

Desirable:

- Experience working within an international development environment, specifically in East Africa and in the area of gender equality.
- Experience of developing organisational strategies.
- Experience working within small charities.
- Business or project management knowledge/expertise.
- Experience of managing volunteers.
- Experience of working independently.

Qualifications/Education/Training

Essential:

- A relevant degree or a degree in which the skills, knowledge and learning are transferable.

Desirable:

- A relevant postgraduate degree or qualification (e.g. Masters in NGO Management, International Development, CIM or IoF qualification)

Skills

Essential:

- Excellent communication and interpersonal skills.
- Strong digital skills.
- Willing to listen and entertain new ideas.
- Ability to make difficult decisions and provide rationales for decision-making.
- Internal motivation and self-management
- Ability to identify and capitalise income generation and partnership opportunities.
- Excellent networking skills and ability to motivate and mobilise teams of people.
- Delivering on objectives to agreed timescales.
- Excellent problem solving and future planning skills.

Desirable:

- Project management skills, including report writing, financial monitoring and evaluation.
- Grant writing.

Personal Qualities

- A transformational leader.
- Passionate about equality.
- Compassionate.
- Opportunistic and entrepreneurial.
- Exceptionally good at relationship building and working with others.
- Understanding of the needs of a small charity and willingness to carry out both basic administrative work, and more high-level strategic tasks.
- Able to motivate and inspire others, from staff and volunteers to supporters and potential donors.
- Positive, resilient and supportive.

Other factors: Ability to work out of hours occasionally and attend evening meetings. Driving license and access to a vehicle for work purposes.

To apply for this post please submit your cv and a detailed cover letter to val@team-kenya.co.uk by the end of February.

If you would like an informal chat about this role or have any questions, we would welcome the opportunity to talk with you. Please email Val Wilson, our Chair of Trustees.