

# TEAM KENYA

<b>Organisation</b>	Team Kenya
<b>Role</b>	CEO
<b>Salary</b>	£34-38k pro rata depending on qualifications and experience. Position to become permanent with a salary review after successful completion of a 3 to 6 month probationary period.
<b>Hours</b>	Part-time for 3 to 4 days or equivalent flexible hours with potential to develop to full time.
<b>Location</b>	Newcastle Upon Tyne, UK. Remote/ home based applicants are welcome with a commitment to 2 days per month in the Newcastle office. Some possible travel to Ndhiwa, Kenya
<b>Line Manager</b>	Chair of Trustees.
<b>Closing Date</b>	Friday 7 <sup>th</sup> June 2019.

## About Team Kenya

Team Kenya is a small North East based charity that works to reduce extreme poverty and inequality within poor communities in Ndhiwa, 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.

Team Kenya works in close partnership with Ndhiwa Community Empowerment and Development Project (NCEDP) a Kenyan registered NGO. The UK trustees and key volunteers have wide experience in a variety of roles, which ensure a highly professional approach, a track record of success and a culture of learning. We adopt a grassroots, participatory approach to development.

We work with 28 primary schools in Ndhiwa and the community that surrounds them to tackle the barriers that prevent girls from accessing quality education and to promote gender equality. Team Kenya's work in 2019 will focus on four priority themes.

1. Girls Education – Girls gain access to and attain a good quality education. They 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.
4. Organisational Development and Sustainability - NCEDP are efficient, transparent and accountable, generating their own source of income to support their work.

## **Purpose of the role**

We are looking for a transformational leader to drive the work of Team Kenya in the UK and support the continued capacity building of our implementation partner in Kenya. You will develop Team Kenya as a forward-thinking charity, proactively pursuing and creating effective and efficient solutions, ensuring the charities future sustainability and continued demonstrated impact. You will be expected 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, leading a small team based in Newcastle upon Tyne, with the support of our full time Development 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 are based. The role will require some work from this office to maintain good relationships with other team members; however, we do support flexible and home-based working, and will make reasonable adjustments, such as planning office-based meetings around staff hours and needs.

## **Responsibilities**

- Provide strong, effective leadership and management of all the charities activities
- Develop ambitious strategic and operational plans and successfully implement those plans within the agreed budget and timelines.
- Ensure the charity has the skills and resources it requires to deliver its strategy.
- Ensure that the charity is effectively and efficiently administered, complying with the appropriate charity commission and other guidance and regulations.
- Work closely with the Chair of Trustees, Treasurer and other staff and volunteers to ensure good financial management of the charity.
- Develop effective monitoring and evaluation of all aspects of the charities work, ensuring regular opportunities for learning and cycles of improvement.
- Develop and maintain an active risk management approach throughout the charity
- Act as ambassador for Team Kenya, build relationships and develop opportunities for partnerships.
- Ensure effective liaison, communication and collaboration with partners and funders.
- Provide inspirational leadership, and excellent management of staff, volunteers, pro bono support and donors.
- Build the reputation of the charity as a sector leader in a range of areas, from quality programme delivery to use of digital innovation.
- Build an effective working relationship with the Trustee board and support the trustees to achieve good governance across all aspects of the charity.
- Ensure best practice in capacity building is used to support the organisational development and sustainability of NCEDP.

## Person specification

Experience
<p>Essential:</p> <ul style="list-style-type: none"><li>• Minimum 5years experience working within the voluntary sector, including experience of leadership or management.</li><li>• A strong track record of delivering income growth through fundraising.</li><li>• Experience of positively managing relationships with key stakeholders.</li></ul> <p>Desirable:</p> <ul style="list-style-type: none"><li>• Experience working within an international development environment, specifically in East Africa and in the area of gender equality.</li><li>• Experience of developing organisational strategies.</li><li>• Experience working within small charities.</li><li>• Business or project management knowledge/expertise.</li><li>• Experience of managing volunteers.</li><li>• Experience of working independently.</li></ul>
Qualifications/Education/Training
<p>Essential:</p> <ul style="list-style-type: none"><li>• A relevant degree or a degree in which the skills, knowledge and learning are transferable.</li></ul> <p>Desirable:</p> <ul style="list-style-type: none"><li>• A relevant postgraduate degree or qualification (e.g. Masters in NGO Management, International Development, CIM or IoF qualification)</li></ul>
Skills
<p>Essential:</p> <ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills.</li><li>• Strong digital skills.</li><li>• Willing to listen and consider new ideas.</li><li>• Ability to make difficult decisions and provide rationales for decision-making.</li><li>• Internal motivation and excellent self-management.</li><li>• Ability to identify and capitalise income generation and partnership opportunities.</li><li>• Excellent networking skills, with the ability to motivate and mobilise teams of people.</li><li>• Delivering on objectives, to agreed timescales.</li><li>• Excellent problem solving and future planning skills.</li></ul> <p>Desirable:</p> <ul style="list-style-type: none"><li>• Project management skills, including report writing, financial monitoring and evaluation.</li><li>• Grant writing experience.</li></ul>

## Personal Qualities

- A transformational leader.
- Passionate about equality.
- Compassionate.
- Opportunistic and entrepreneurial.
- Exceptional at relationship building and working with others.
- Good understanding of the needs of a small charity and willingness to complete 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 occasionally work out of hours and attend evening meetings.

To apply for this post please submit your CV and a detailed cover letter of no more than 2 pages to [val@team-kenya.co.uk](mailto:val@team-kenya.co.uk) by the closing date of the 7<sup>th</sup> June 2019. Applications will be reviewed on a rolling basis prior to the deadline and short-listed candidates will be invited for an initial Skype interview. Panel interviews will be held in the Newcastle office the week beginning 10<sup>th</sup> June 2019.

If you would like additional information about this role or have any further questions, please contact our Chair of Trustees, Val Wilson on the above email address.