

Job Description:	Education Programme Manager (Maternity Cover)	Responsible to:	Country Director
No. of direct reports:	4-5 (Project Officers/Coordinators and Administrators)	Location:	VSO Kenya
Job purpose:	To provide cover and lead on the development and effective delivery of VSO Kenya's education programming and demonstrate VSO's dispersed leadership in volunteering for development approach. The role will provide maternity cover for 4 months		

Responsibilities	Key Performance Indicators	Competencies	Skills, Knowledge and Experience required
<p>Strategic Leadership Lead the design, implementation and monitoring of pro-poor education programming that entrenches VSO's core approaches (Social Inclusion, Social Accountability and Resilience) among primary actors and stakeholders</p> <p>Relationship building and influencing Represent VSO proactively in networks, forums, working groups, and partnerships with a view to maximising the impact and influence of education programmes and generating new resource mobilisation opportunities.</p> <p>Programme Funding Identify funding opportunities, working with the funding colleagues and the Country Director where necessary to develop concepts and proposals.</p> <p>Programme Delivery Ensure programmes are delivered in line with People First Framework principles and relevant donor conditions and quality standards.</p> <p>Duty of Care Ensure VSO's duty of care responsibilities for volunteers, staff members and other stakeholders are</p>	<p>Pro-poor education signature programmes meet quality standards and align with People First Framework principles and relevant Core Programme Area learning</p> <p>Programme and project deliverables and deadlines are consistently met</p> <p>Key stakeholders—staff members, volunteers, local partners,—demonstrate a shared understanding and commitment to the programme/s</p> <p>VSO seen as a leading, influential agency for education programming in Kenya</p> <p>All suitable funding opportunities are followed up proactively and successfully</p> <p>Programme funding mobilized and available to support education programming in line with People First framework</p> <p>Duty of Care responsibilities are comprehensively met</p> <p>Budgets are managed in line with donor stipulations and VSO good practice</p>	<p>Working together – Strength: Successfully leads teams and develops others' team-working skills</p> <p>Communicating and influencing – Adds Value: Proactively builds relationships and generates effective discussion and mutual support for plans and ideas</p> <p>Managing knowledge – Adds Value: Proactively seeks out new knowledge sources (people and data); uses and shares knowledge effectively</p> <p>Striving for excellence – Adds Value: Sets and measures challenging objectives for self and others; gives evidence-based feedback that helps others to excel.</p> <p>Managing Resources – Adds Value: Spends VSO's money responsibly; organizes own work to meet objectives on time.</p> <p>Managing People – Strength: Requests and follow up on appropriate support from others; raises concerns about uncooperative colleagues in an appropriate way.</p>	<p>Masters degree in Education or relevant subject with at least 3- 4 years relevant experience</p> <p>Leadership Experience representing at senior levels, building effective inter-organisational relationships, and working collaboratively with other organisations.</p> <p>Project Management Excellent understanding of project cycle management tools and experience of organisational assessment, planning and review tools and processes.</p> <p>Inclusive education, and Workforce Development Understanding. Knowledge of inclusive education workforce development and advocacy issues</p> <p>Experience working with volunteers – able to manage international and local volunteers</p> <p>Disability and social inclusion – an understanding and experience of disability, gender and social inclusion.</p> <p>Cross-Cultural Working Direct and substantial experience of working cross-</p>

<p>prioritised and comprehensively met.</p> <p>Financial Management Monitor and manage relevant budgets and ensure financial management policies and donor conditions are followed.</p> <p>Staff Management Ensure direct reports are line managed according to VSO best practice, and lead a strong education team.</p> <p>Other Duties Deputise for the Country Director or other colleagues as required. Assist or take leadership in emergencies as required.</p>	<p>The education team is high-performing, and individuals are line managed in line with best practice and</p> <p>Education team demonstrate VSO culture and way of working in line with People First framework</p>	<p>Developing people – Strength: Helps team members to create and implement clear development plans that meet their own short and long term needs.</p> <p>Leading for the future – Adds Value: Is enthusiastic about VSO’s work, lives VSO’s values and is open to new ideas</p> <p>Thinking strategically – Adds Value: Understands the context of own role; considers impact of own work on others.</p> <p>Delivering results – Strength: Analyses objectives, considers options, plans and manages appropriately; holds self and team accountable for achieving goals.</p>	<p>culturally and able to communicate to a range of audiences and promote sharing and learning between cultures</p> <p>Communication Strong verbal and written communication skills.</p> <p>People Management & Supervision Line management experience, and proven ability to promote self-awareness, learning and development among individuals.</p> <p>Planning and Organising Able to develop clear and realistic plans to deliver agreed objectives within deadlines, involving key individuals in the planning process.</p> <p>Budget Management Ability to manage budgets financial procedures</p> <p>IT (MS office) proficiency. Able to travel, including work away from the home base for up to 50% of time, both within the country and occasionally internationally and some weekend and evening work.</p>
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