

Opportunity with Fight for Peace

Jamaica Programme Manager

UP Unity & Peace

Salary based on experience



Background

Do you want to make a difference in young people's lives, and make a significant contribution to an established and growing NGO?

Fight for Peace is an international non-governmental organisation (NGO) that inspires young people to achieve their full potential and promotes peaceful communities. The organisation was founded in Rio de Janeiro, in 2000, and set up in London in 2007.

We provide direct services to young people through our Academies in London and Rio; we also support youth-focused partner organisations who are members of the Fight for Peace Alliance; and thirdly, through our Collectives – currently in Newham and Jamaica – we work with local partners, government bodies, donors and the private sector, to generate greater impact in preventing violence in communities.

We offer support services for young people living in communities affected by violence, support services for parents and training and consultancy support for organisations that work with young people.

We are looking for an experienced Programme Manager to ensure the successful delivery of our donor-funded projects, using the resources of the organisation to transform the way we work and the drive impact we can make.

For further information about Fight for Peace please visit our web site www.fightforpeace.net

Since 2016, FFP has run a collective impact programme in Jamaica, bringing together NGOs, sports federations and state partners to jointly deliver programmes to young people in communities in high levels of violence. Using the collective brand UP Unity & Peace, the programme offers services for youth aligned with the FFP Five Pillar Methodology; support for parents and caregivers; and capacity-building support for organisations that work with young people. Since 2016, the programme has reached more than 3,00 young people and has provided training and support to more than 50 NGOs and partner organisations. In 2022, the programme runs approximately 40 sessions per week for youth in Trench Town, Denham Town and Parade Gardens and additional sessions and events for youth, parents and partners. The programme is funded by donors including the InterAmerican Foundation, UNICEF, the Commonwealth Foundation, American Friends of Jamaica and the UEFA Foundation for Children.

Building on the success to date, the priorities of the Jamaica programme are to complete the model – a model for youth violence prevention that addresses youth at all risk levels, aligned with policy and delivered collectively by local partners – and ensure its integration into national strategy to secure its sustainability. The programme will focus on the three most critical communities in which FFPI has worked to date: Denham Town, Parade Gardens and Trench Town, providing services to youth from other communities where possible and extending its footprint nationally through training, capacity building support and the distribution of materials.

Fight for Peace now requires a Programme Manager to support the Country Lead in the management of the UP Unity & Peace programme.

Key responsibilities of the role

Programme Management

- Develop and maintain project management plans for all funded programmes and FFP internal obligations, keeping the team on track delivery timelines
- Ensure the effective and timely delivery of all programmes including quality of delivery and adherence to safeguarding and risk management policies set by FFP and donors
- Oversee the quality of the work delivered and develop strategies for improvement where necessary to achieve project and programme objectives
- Supported by the MEL Officer, ensure that monitoring and evaluation is coordinated and efficiently completed by the team including, but not limited to, recording activities and outcomes in UpShot.
- Work closely with the MEL Officer to gather learning from the programme to adjust programme management, and help inform future new programme development.
- Support the Country Lead in developing narrative and financial reports of a high quality and submitting these to donors on time
- Support partners to strengthen the implementation of their safeguarding policies and procedures.
- Ensure learning exchange with colleagues at the UK Academy and Luta Pela Paz to help ensure organisations stay aligned and benefit from peer learning.

Line management and team coordination

- In coordination with the Jamaica Country Lead, recruit high quality delivery staff that fit the Fight for Peace culture and values, including contributing to job descriptions, taking part in the recruitment process and overseeing the induction of new team members.
- Manage the local team including Programme Coordinator, Monitoring, Evaluation and Learning Officer, Communications Officer; and the field team comprised of Community Coordinators
- Support the Programme Coordinator in managing the network of contractors from sport federations and other partner organisations and relevant NGOs, to ensure that they are supported to do their jobs to the highest quality, kept to task, performance managed, provided with personal development opportunities and pastoral care, and disciplinary procedures followed where necessary.
- Develop and promote a strong team culture contributing to joined up thinking across the Safer Communities Programme portfolio of projects, stimulating team members to support each other across projects wherever possible.

Financial management

- Work closely with the Jamaica Country Lead and the Administrative and Governance Officer to monitor project spend and make adjustments where necessary
- Maintain the project finance dashboard with support from the ICD Finance Team

Fundraising

- Support the Jamaica Country Lead and the fundraising team in London by sharing opportunities for funding
- Contribute to the design of new projects and high quality proposals in collaboration with the Jamaica Country Lead and the Director of International Programmes

Partnerships

- Support the Country Lead in coordinating the collective impact network of partners
- Develop and maintain regular communication with all UP Unity & Peace partners
- Provide support and encouragement to partners to contribute to shared measurement

General:

- Fully comply with Fight for Peace policies and procedures at all times.
- Represent Fight for Peace where appropriate at external events and in internal leadership spaces
- Support the aims, objectives and values of the charity and reflect it in all aspects of work.
- Proactively contribute and support work across Fight for Peace as new projects and approaches develop, which may include going beyond the core responsibilities listed above.
- Deliver any other tasks within the competence of the candidate which may be required.

Required experience and skills:

- Post graduate degree in management
- Strong and proven track record in programme management and team leadership.
- Experience of coordinating and/or managing the successful delivery of institutional donor-funded projects (essential), including knowledge of youth violence prevention programmes (highly desirable).
- Experience of directly managing and/or supervising other staff (essential).
- Understanding and experience of monitoring and evaluation within the project life cycle (essential) and experience of UpShot (desirable).
- Experience of contributing to the development of new projects and proposals (narrative and financial) for institutional donors.
- Practical understanding and experience of the CBO context where resources can be stretched and factors outside of an organisation's control can affect development (desirable).
- Experience of contributing to the development of communities of practice or similar networks.
- Experience of developing and maintaining partnerships with a range of different types of organisations.
- Excellent electronic communication skills to a level that allows co-working with colleagues based in other countries (primarily UK and Brazil).
- Excellent team skills and ability to work with a range of colleagues across a diverse team.
- Fluency in written and spoken English.
- Excellent writing skills to prepare funding applications / proposals, reports and general correspondence.
- Excellent financial management skills to manage project budgets and contribute to the development of funding applications.

- Sensitivity, sound judgement and pragmatism to deal effectively with delicate situations.
- Experience of promoting a healthy team environment which encourages a culture of positivity and joint problem solving.

Additional personal qualities / experience / qualifications

- Strong leadership qualities and a passion for youth development and violence reduction programmes.
- Cross-sector network with access to senior stakeholders across the government, donor, civil society and corporate sector in Jamaica, and an understanding of their priorities and ways of working – preferable.
- Excellent electronic communication skills to a level that can allow effective co-working with international colleagues.

Location / Management

- Position based in Kingston, Jamaica (working remotely for the foreseeable future).
- Working alongside a local core office team and a remote team of community workers.
- Reporting to Jamaica Country Lead

Application process

- Expression of interest should be sent by email to up@fightforpeace.net by January 20, 2023; please put Programme Manager Application in the subject line
- First round interviews with the Jamaica team by January 30, 2023; second round with London team
- Applicant should be available to begin work by February 17, 2023

Our Commitment to Safeguarding, Equality and Inclusion

Fight for Peace is committed to safeguarding the welfare of the children, young people and adults at risk that the organisation works with. We are committed to equality and inclusive practice. Fight for Peace actively promotes equality of opportunity for all and welcomes applications from a wide range of prospective employees and participants, including those with relevant lived experience, a history of offending or with criminal records.

Fight for Peace will only ask an individual to provide details of sensitive information, including convictions and cautions, that it is legally entitled to know about. Most of our staff and volunteers will be in Positions of Trust and a Disclosure and Barring Service (DBS) check must be completed by anyone who meets the government's definition of 'Regulated Activity' or 'Regular Activity' within our activities and services. We do not want this to be a barrier to those who have the potential to add great value to the work we do.

All information disclosed for the purposes of employment will be used for the sole purpose of assessing whether an individual is suitable and appropriate to work with our members and/or if any specific arrangements around supervision and support might be required. All information gathered as part of our recruitment processes will be treated sensitively and equitably, with confidentiality strictly maintained.