



Programme Manager Job Description

12 month contract, based in Tanzania, East Africa with frequent national travel.

Reporting to: Head of Coaching and Operations

Detailed pre-departure training to be undertaken by post holder

Summary of post:

Working with TackleAfrica's Head of Coaching and Operations and local Project Officers you will provide particular support to our partner organisations coaches and youth leaders - to advance their leadership and communication skills; SRHR teaching knowledge; group facilitation skills and their football coaching skills; enabling them to continue to engage young people, and focus on specific SRHR-related issues within their communities.

Your support will provide continuing personal and professional development and in depth support for these coaches, continuing their coach education, aiming to the point where they are able to train and support other coaches from within their communities.

The above will be carried out within the context of TackleAfrica's on-going programme of coach education and include the following:

1. Organise and deliver TackleAfrica coaching courses with partner organisations

- Provide additional on the ground support to local TA trained coaches post course to support their delivery of high quality and impactful HIV educational football coaching sessions on a regular basis
- Carry out TA monitoring and evaluation processes for each course including data collection
- Collect relevant marketing material from each course to support the promotion of TackleAfrica's work both in the UK and Africa

2. Development of TA's in-country partner organization in areas such as:

- Improved preparation of TA coaching projects
- Line Management and/or coordination of TackleAfrica Project Officers
- Identification and development of training and support needs of Project Officers
- Improved recruitment of appropriate individuals/organisations for TA coaching courses
- Improved evaluation of coach education courses
- Improved tracking of activities delivered post course using TA's M&E systems

3. TA resource development

- Collect and document new drills from trained TA coaches and young people
- Further development of TA's coach education training courses including levels of courses for returning coaches

- Further development of a TA 'curriculum' highlighting key messages and methods of utilising TA resources over a variety of timescales
4. **Development of stories, photographs, interviews and other marketing material of organisations, coaches and young people involved in the programmes**
 5. **Develop and maintain relationships with other local Sport 4 Development organisations and any other relevant CBOs/NGOs/INGOs in-country**
 6. **Scoping potential new partners for TackleAfrica**

Key Skills Required

General: Above all you need to be a highly motivated, resourceful, adaptable and self-sufficient individual with coaching experience. The role involves working closely with partner organisations in Africa and the role holder would be expected to be able to represent the charity with key stakeholders – you will need strong communication and diplomatic skills.

Previous experience working or volunteering in Africa or International Development is not essential but would be highly desirable.

SRHR/FGM Experience: You need to have, or be able to develop, a strong understanding of HIV but you are not expected to be an HIV expert. We work closely with leading professional experts in this field and would provide a training programme to support this aspect of the role. However, any prior experience would be highly beneficial and role holder will be expected to grasp complex culturally and gender sensitive issues.

Football Coaching Skills: You will need to be at least FA Level 1 qualified, or equivalent, and have experience of delivering coaching programmes across a wide range of levels. Coaching of coaches experience is highly desirable.

Person Specification

- Highly motivated self-starter – with a proven ability to work successfully on own initiative with limited support/supervision
- Delivery focused, well organised – with experience of running training programmes and educating coaches
- Strong presentational skills
- Committed and enthusiastic - with knowledge of international development/HIV education an advantage
- Good written and verbal communications skills
- FA level 1 qualified or equivalent as a minimum, FA level 2 or above qualified or equivalent desirable
- Computer and internet skills essential

Terms and Conditions

Flights, visa, accommodation and a local living allowance will be paid for by TackleAfrica. All work related expenses including local, regional and international travel will also be met by TackleAfrica.