



**Position:** Program Manager/Master Facilitator  
**Type:** Full Time, 2 Year, Independent Contractor  
**Reports to:** Director of Global Programs  
**Position Location:** Rwanda  
**Start Date:** As early as July 1, 2023

## **MISSION**

Use less familiar sport to promote gender equity by empowering youth and developing personal development skills and mental strength tools to help them reach higher levels of education and employment.

## **VISION**

A world in which girls and boys are empowered and have the same opportunities to achieve their fullest potential and participate in and contribute to all aspects of life.

## **OVERVIEW**

Kids Play International (KPI) has been working in the rural community of Gatagara, Rwanda since 2010 and in October 2018 launched a new program outside of Siem Reap, Cambodia.

KPI is working towards reducing negative gender stereotypes and developing youth activists who are able to break the intergenerational cycle of systemic gender discrimination, inequality and violence in their communities. Our Let's Play Fair, All Girls United, and Play Fair Community Day programs encourage both girls and boys to be inclusive, supportive, advocates to challenge harmful gender stereotypes; and help girls find their voices in order to transcend restrictive conceptions of femininity, become confident leaders and self-advocates, and ultimately attain better educational, employment, and healthy living outcomes.

## **GROWTH**

KPI is working toward transitioning day-to-day program operations to local staff in Rwanda and building coach capacity in Cambodia. In addition, KPI is sharing our gender and sport methodology through our *Play Fair* training/workshop that will enable us to deepen our impact and expand our scale and scope in the years to come.

### **Program Manager and Let's Play Fair Master Facilitator Roles and Responsibilities**

Throughout the life of this agreement, your work will be focused on implementing high quality gender equity programs through sport, develop and deliver weekly coach capacity and professional development trainings, and evaluate our six to eight week standardized curriculum seasons, review monitoring and evaluation tools, and support and oversee all Program Coordinator(s), Program Assistant(s) and coaches. You will cultivate and contribute to strategic in-country program/funding partnerships, business development efforts, and provide strategic direction and recommendations for long-term program development and model scaling or replication in collaboration with the Director of Global Programs and the Director of Operations and Development. You will report directly to the Director of Global Programs.

### **Your Primary Duties and Responsibilities are: Program Management**



- **Let's Play Fair (LPF)**

- Accountable for execution and evaluation of high-quality sport, gender and mental health programs, ensuring all projects meet targets and deliverables as outlined in Kids Play International's (KPI) and Kids Play Rwanda's (KPR) annual plan and/or grant agreements.
- Observe, evaluate and oversee execution of the LPF program.
- Train, observe, evaluate and support KPI/KPR coaches program delivery, growth and development.
- Conduct program monitoring and evaluations according to the program evaluation framework with the assistance of the Director of Global Programs.
- Provide recommended changes to the Director of Global Programs to enhance the effectiveness of the program.
- Take leadership initiative to execute changes as appropriate.
- Provide seasonal feedback on the standardized curriculum.

- **Play Fair Community Day Sessions (PFCDS) and Special Events**

These sessions take on different forms each week and will be organized in conjunction with other KPI/KPR staff and coaches. You are responsible for ensuring the overall smooth running of the sessions in-line with organizational expectations and/or grant requirements. For some sessions, you will need to find and/or schedule partner organizations to assist. You will ensure all sessions are properly evaluated and summary snapshot reports are written for the below activities.

- **Healthy at Home and Parent Education sessions:** Sessions to create healthier families using our Play Fair Skills.
- **Happy Hour sessions:** Community counseling sessions around mental health and sport.
- **All PFCDS and Special Events:** This includes weekly PFCDS sessions and special events including International Women's Day, Sport for Development and Peace, and Olympic Day events.
- Maintain ongoing communication and relationships with key stakeholders including partner schools, parents, community members, donors and strategic partners as needed.

### **Monitoring & Evaluation**

- Use KPI's program evaluation framework to assess the strengths of the program and to identify areas for improvement and provide monthly feedback and guidance reports to the Director of Global Programs.
- Conduct regular MEL of curriculum delivery and facilitation skills of coaches and staff to inform ongoing capacity building training and workshops.
- Ensure accurate and timely MEL data collection from all activities in order to monitor reach and impact of programs.
- Collect both qualitative and quantitative information to inform program progress against output targets as well as intended outcomes, and assist the Director of Global Programs to report back to key stakeholders.

### **Financial Management**

- Follow proper financial procedures and ensure proper financial procedures are being followed by all staff members.
- Ensure proper and diligent use of expense reports with Program Coordinator(s) to track all expenditures; submit timely expense report updates to the Director of Global Programs.



- In consultation with the Program Manager, Director of Global Programs, Finance and Director of Operations and Development, monitor, track and report budgeted program expenditures.
- Collaborate with the Director of Global Programs to oversee budgets and grants effectively.

### **Business Development**

- Cultivate and strengthen relationships with a wide variety of partners including local implementing partners, donors, government agencies, and multilateral agencies in order to create partnerships and funding opportunities with like-minded local organizations.
- Explore local funding opportunities with like-minded local organizations.
- Support the development of new proposals, budgets, and concept papers as opportunities arise.
- Assist in creating quarterly program newsletters, and maintain weekly KPI Facebook, Instagram and Twitter as it pertains to programming.
- Capture photographs, videos, and testimonials of participants and coaches for social media, website, and funding purposes.
- Oversee all board governance, including developing relationships with current board members, cultivating relationships with prospective board members, and holding quarterly board meetings.

### **Team Management and Professional Development**

- Supervise, analyze, and provide support and leadership across all primary and secondary programs; Let's Play Fair, All Girls United and Play Fair Community Days, Happy Hour and Healthy at Home.
- Ensure the training and execution of programs are of high-quality and are in line with the mission, vision, and strategy of the organization.
- Provide continuous capacity-building and training of the staff and coaches toward becoming master facilitators.
- Set and oversee quarterly priority tasks of in-country staff in collaboration with the Director of Global Programs.
- Analyze, identify, set, and track coach goals for facilitation improvement.
- Set professional development priorities for in-country staff each quarter and incorporate them into annual plans in collaboration with the Director of Global Programs and the Director of Operations and Development.
- Build and increase local ownership.
- Assist with the process for hiring and onboarding in-country staff.
- Assist with management of interns and the fellowship program (if/when appropriate).

### **Safeguarding**

- Provide direct support to the on-the-ground safeguarding focal point and assist with reporting all incidents to the Director of Global Programs.
- Responsible for ensuring all relevant documents are up-to-date, that the safeguarding policy is clearly communicated to staff and beneficiaries, and that Kids Play's Safeguarding Policies and Procedures, Barriers to Abuse and staff Code of Conduct are wholly upheld.
- Responsible for cultivating relationships with partners to further build out Kids Play Rwanda's resource and referral map in collaboration with the Program Coordinator(s).



- Work with the Program Coordinator(s) and Global Program Director to conduct quarterly safeguarding training sessions, give feedback on the Safeguarding Policies and Procedures, Barriers to Abuse and staff Code of Conduct and assist with related activities on an as-needed basis.

**On-sight requirements for overseeing programs:**

- You will carry out your work in Kigali and Gatagara. Each quarter, you will review with the Director of Global Programs your schedule for being in Gatagara. Typically, this will fall into a 10-14 day cycle depending on what events, programs, and training are happening. Your workweek will mostly be Monday-Friday, except when you must attend a training that falls on a Sunday, and on an as-needed basis as communicated by the Director of Global Programs.
- You are required to lead all LPF training and attend, oversee and evaluate LPF sessions and other primary and secondary programs during your time in Gatagara. For other program sessions that may regularly fall on a Sunday, like PFCD, you are responsible for working with the Program Assistant and coaches to oversee implementation and thereafter collect, input, and evaluate all relevant impact data.
- Work hours are 10 am to 6 pm, but may fluctuate depending on program needs or meetings with the US-based Executive Team.

**Compensation:** Commensurate with experience. **Learn More:** [www.kidsplayintl.org](http://www.kidsplayintl.org)

**How To Apply:** All candidates should email a cover letter describing their interest and qualifications and a current resume to: [info@kidsplayintl.org](mailto:info@kidsplayintl.org). Please include “KPI Program Manager” in the subject line.

**Deadline June 30, 2023. Candidates will be interviewed on a rolling basis.**

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management retains the discretion to add to or change the duties of the position at any time. Kids Play International is an equal opportunity*