

Job Title: Project Manager, Supporting Adolescent Girls Empowerment Programme

Organization: FINE-SL

Reporting Lines: Reports to the Program Manager/Director

Location: Freetown

Contract: 2 years staff contract (Subject to a three-month probation period)

CONTEXT OF THIS ROLE:

Purposeful, is the Lead Partner for the Karo Kura SAGE Consortium, made up of six implementing organizations that will work in six districts: Western Rural, Karene Moyamba, Bonthe, Bombali and Falaba. In addition, Fambul Initiative Network for Equality (FINE-SL) is the consortium's partner leading the Karo Kura SAGE Consortium's initiatives on engaging men and boys for gender equity, while Population Council is the monitoring, learning, and evaluation partner. The consortium proposed to implement:

1. *Safe Spaces+* A core program of evidence based safe spaces, directly reaching 15,450 girls across SAGE priority districts, utilising a refreshed life-skills manual, underpinned by the creation of a National Mentors Training Academy. Programming includes life skills, literacy and numeracy, linkages to services, and livelihoods.
2. *Community Engagement+* An evidence-based series of community conversations working in tandem with safe spaces, supplemented by an Allies Academy, informed by behavior change principle and builds on Purposeful current work with progressive male voices in communities
3. *Girl-Led Advocacy+* Girl-Led Storytelling days, powered by Karo Kura - SAGE Girls, influencing structures and systems from the community level out, and linking into Purposeful's existing national advocacy work with and on behalf of the Salone Adolescent Girls Network.
4. *Collectivised Business Incubator + A pilot of collectivised income generation activities attached to safe spaces, including girls farming collectives, girls Ocado collectives, and girls solar power collectives.*

The Consortium is hiring one Project Manager with FINE-SL based in Freetown. The Project Manager will play a leading role in Supporting the Adolescent Girls Empowerment (SAGE) programme in communities within the districts. They will have significant responsibility in overseeing the successful running of safe spaces sessions and community dialogues/conversations on issues relating to girls. The Project Manager must maintain an in-depth knowledge of running adolescent safe spaces, Livelihood and community development work. The purpose of the position is to also work with community structures including Girls Empowerment Committees, Paramount Chiefs, Councillors, boys and men.

KEY RESPONSIBILITIES:

MANAGEMENT OF ADOLESCENT GIRLS SAFE SPACES

- Work closely with Field Officers and other team members in the establishment of safe spaces for adolescent girls in communities.
- Oversee the formation of girls' clubs in communities by using the girl's roster data and ensure girls are segmented by age and disability inclusion.
- Coordinate all sessions and activities at the girls' safe spaces in communities and ensure effectiveness by mentors and Community Teachers.
- Work closely with other team members in recruiting, training and supporting mentors to deliver sessions and activities of high quality for girls at the safe spaces.
- Liaise with other team members to ensure ongoing coaching, and technical support to mentors throughout the implementation of the SAGE Programme.
- Lead the selection of mentors from the district to Purposeful's National Mentors Training Academy with the aim of improving the delivery of life skills programming for adolescent girls.
- Ensure girls are linked to service providers including sexual reproductive health services, education and focus on addressing issues of accessibility, availability and affordability and disability inclusion.

COMMUNITY ENGAGEMENT PROGRAMME MANAGEMENT

- Lead the selection of communities for the SAGE Programme.
- Build and strengthen linkages with community leaders and service providers addressing access to education, health, and protection for adolescent girls.
- In collaboration with the Community Engagement Coordinators, establish and strengthen relationships with community structures to ensure their meaningful contributions to the SAGE Programme
- Effective management of the community engagement component of the SAGE Programme, with responsibility for Network for Girls Development, Engaging Men and Boys, Allies Academy and Community Dialogue Days.
- Manage and coordinate the overall implementation of the community engagement work plan of the district and ensure integration into the overall SAGE Programme.
- Support the Community Engagement Coordinators and other members of the team in community conversations and dialogues on inequitable gender norms, roles and relationships and their impact on adolescent girls.
- Collaborate with the Community Engagement Coordinators to follow up on community action plans.
- Embark on mobilization of resources in communities and at district level to support the SAGE Programme.
- Work with the Community Engagement Coordinators and Purposeful staff to undertake Girl-Led Advocacy activities in communities.

LEARNING AND DISABILITY INCLUSION PROGRAMME MANAGEMENT

- Manage the literacy/numeracy component of the SAGE programme in communities.

- Coordinate the recruitment and training of Community Teachers on literacy, numeracy, disability and inclusion in SAGE communities.
- In collaboration with other team members organize meetings with school authorities and community teachers supporting the SAGE programme.
- Conduct regular observations of teachers delivering literacy and numeracy sessions at the safe spaces.
- Where feasible and girls have an interest, link them with the non-formal education system provided by the government, and provide academic mentoring at each centre
- Depending on the choice of the girls, link them up with service providers to help them transition back into the formal school system, with ongoing support from mentors to stay in school.
- With reference to the data that will be collected from Population Council, work with girls with disabilities and their families.
- Coordinate all Disability and Inclusion trainings, methodological guidance on including girls with disabilities in the SAGE Programme.
- Work with Field Officers to monitor the progress of learners with special education needs, collect data and maintain records of progress and development.

LIVELIHOODS PROGRAM DEVELOPMENT AND IMPLEMENTATION

- Support technical training to adolescent girls in agriculture, solar power and electrics, and motorcycling and repairs.
- Coordinate the marketing of girls' products and services to customers in their communities and environs.
- Ensure financial literacy is included at the safe spaces and link girls to financial institutions including community banks and saving groups.
- Facilitate the formation of girls into co-operative groups at the safe spaces.
- Work with relevant stakeholders for the provision of land, and other necessary support needed for the livelihood component.
- Facilitate the enrolment of girls into relevant vocational courses

LEARNING AND INSIGHTS

- Work with other staff to capture learning and insights.
- Participate in all research and assessment work by Population Council.
- Work with other team members to ensure documentation of programme learning outcomes (case studies, photos, lessons learnt, etc.) with effective information management system.
- Stays abreast of issues related to adolescent girls, movement building, and community development.
- Ensure timely submission of high-quality narrative reports to Line Manager.

INTERNAL AND EXTERNAL REPRESENTATION

- Responds to information needs and requests by the organization including Senior Management Team.
- Represent the organization at district and community meetings, workshops and other fora
- Maintains and develop relationships with Line ministries, Local Councils and other key stakeholders as necessary to support the SAGE Programme.

- Contributes to ongoing efforts to share knowledge with internal and external stakeholders
- Represents your organization, as assigned, including making presentations at conferences and other fora.

SAFEGUARDING

- Participate in annual training on safeguarding policies and procedures.
- Liaise with Safeguarding Focal Person to undertake safeguarding assessment and maintain all safeguarding procedures and standards at the safe spaces.
- Coordinate Safeguarding training to all community structures supporting the SAGE programme including Network for Girls Development, Men and Boys, Allies Academy and Community Teachers.
- Ensure that safeguarding policy and procedures are followed on all activities that include girls.

OTHER DUTIES AS ASSIGNED

- Take on additional tasks as assigned.
- You may occasionally be required to work on weekends and/or public holidays, for which time off in lieu will be granted

REQUIRED SKILLS, EXPERIENCE & QUALITIES

- Bachelor's degree in relevant field.
- At least two-three years of NGO experience related work/field
- Excellent writing and oral communications skills in English.
- Computer literacy (MS Office: WORD, EXCEL, PowerPoint, e-mail, Internet)
- Ability to think strategically, set goals and objectives, and execute strategy
- Ability to network and collaborate with community structures, NGOs and other stakeholders.
- Ability to manage multiple tasks and work under pressure, efficient task prioritization and time management
- Strong mobilization, training and facilitation skills;
- Ability to maintain regular contact and meaningful communication.
- Competency in project management with demonstrated ability to maintain a balanced perspective between the big picture and the details.
- Experience in community development work.
- Experience with and understanding of adolescent girl-centered programming, community-based organizations, and social change.
- Experience of working in adolescent girls' programs and inclusion mainstreaming
- An understanding of disability rights and inclusive education
- Ability to lead and manage a team
- Committed to the organization's mission and values
- Good sense of humor

APPLICATION PROCESS:

Interested candidates are required to send a cover letter and CV to job@jobsearchsl.com with 'Project Manager' as the subject by 5pm on Friday 22nd November 2019.