

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>JOB TITLE:</b>	Director of Programmes
<b>MANAGED BY:</b>	Chief Executive
<b>MANAGES:</b>	Country Directors, Heads of Programme Support. Monitoring Evaluation and Learning & Business Development and Senior Technical Manager
<b>LOCATION:</b>	Flexible, one of Farm Africa's operational countries in eastern Africa preferred
<b>DURATION &amp; HOURS:</b>	Permanent & Full Time

### PURPOSE OF THE ROLE

The Director of Programmes leads, inspires and manages the development and delivery of Farm Africa programmes across the eastern Africa region, achieving our objectives around a just rural transition for smallholder farmers.

The role is accountable to the Chief Executive for the entire programme cycle, including programme design, grant funding, operational delivery, and the reporting and dissemination of learning and best practice.

As a member of the Senior Management Team the Director of Programmes shares responsibility for the strategic direction of Farm Africa as a whole, the delivery of the strategic plan, and the effective running of the organisation.

### KEY TASKS AND RESPONSIBILITIES

#### ▼ Strategic

- Lead the development and delivery of Farm Africa's programme within the framework of our strategic plan and technical approaches
- Deepen Farm Africa's reach by building our programmes within the countries of operation to deliver our aims to create long-term food security, significantly increase household income and implement environmentally sustainable agricultural management practices.
- Increase the proportion of programmes designed to achieve long term change at scale by embedding work into government policy, building financially sustainable models and engaging with the private sector to ensure sustainable income growth for smallholders.
- Lead the development of innovative programmes that build on our technical approach to agriculture, environment and business.
- Represent Farm Africa externally to build relationships and reputation, and to advocate for change, with partners, donors and government counterparts.

#### ▼ Management, Delivery and Impact

- Provide excellent line management to country directors and other programmes team leaders.
- Lead and be responsible for the programme cycle, from design and fundraising through delivery and reporting to improve the efficiency and effectiveness of our contract management and project delivery.

- Working with the Country Directors and Head of Business Development ensure Farm Africa’s portfolio of programmes aligns with our business model; generating comprehensive cost recovery for reinvestment in delivering larger and financially sustainable programmes.
- Working with the Head of Monitoring, Evaluation and Learning, oversee high quality, organisation wide monitoring and evaluation function that enables a culture of learning and growth and ensures key project level lessons inform our technical approach and project design
- Working the Head of Programme Support to ensure excellence in grant management through regular project and budget review, contract compliance, and quality in reporting.
- Ensure a culture of partnership working that promotes the role of local and national organisations.
- Champion a results culture amongst the programmes team, encouraging a culture of continuous improvement and effective accountability and feedback mechanisms.

### **Represent Farm Africa**

- Enabling us to build effective new relationships with corporate, policy and advocacy partners
- Working closely with the Director of External Relations to ensure effective relationship management with high level institutional donors
- Provide technical leadership to advise on the design and delivery of programmes
- Support the Communications and Advocacy team to form key messages and play a leading role in external communications and advocacy events
- As part of the Senior Management team, steward and role model the One Farm Africa culture
- Publicly represent Farm Africa as a specialist INGO to a range of technical and non-technical audiences

### **Programme Funding**

- Ensure quality in Farm Africa proposal development processes and submissions.
- Build and maintain a grants pipeline that meets strategic funding targets through a diverse set of institutional donors and that responds to changing opportunities and trends in the donor environment.
- Actively network to create new funding relationships and consortia that create opportunities to scale activities and impact.

### **Organisational Leadership**

- As a member of the Farm Africa Senior Management Team, provide leadership across the organisation, contributing to the overall strategy and success of Farm Africa.
- Maintain compliance and capacity in relation to Farm Africa’s security policy, ensuring that teams operate safely within a changing security context.
- Work with the Chair of the Programme Advisory Committee to ensure a schedule of meetings which provide effective governance oversight of programme effectiveness.
- Ensure outstanding communication of programme information across the organisation, working closely with the other department directors and senior managers on internal learning and knowledge management
- Ensure strong security process and compliance in all operations, including leadership within the crisis management team

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Education, qualifications &amp; other knowledge</b>	
Master’s degree or higher in relevant subject	

Leading technical expertise in either social and economic development areas: agriculture or natural resource management	Leading technical expertise in gender focused social and economic development
A deep understanding of the socio-political, economic climate of east Africa, or other regions in Africa, as well as key institutions	
<b>Experience</b>	
Experience of making a clear and compelling contribution to the strategic direction of a complex organisation or regional programme	
Experience of working for an international NGO or private sector entity, delivering large scale programmes	
Track record in securing long term and scale funding from a wide range of institutional donors	
Delivering development outcomes at scale through building effective partnerships with private sector organisations	
<b>Skills &amp; abilities</b>	
Strong networks with peer technical organisation	
Strong leadership and management skills, gained as a senior manager in a complex organisation	
Compelling communicator in writing and in person	
Strong conceptual and analytical skills	
Ability to lead and manage across a range of nationalities and cultures	
Strong interpersonal skills	
Ability to work under pressure, strong personal resilience	
A talent for getting the best out of people, helping them grow and challenging poor performance	
Inspirational and inclusive leadership	
Commitment to continued professional development and ongoing learning	
Ability to directly or indirectly influence external stakeholders	
Strong emotional intelligence and self-awareness	

## Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

**EXPERT.** Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

**GROUNDLED.** Positive change starts with Africa's people, so our experts work closely with local communities, engaging them in every level of decision-making.

**IMPACTFUL.** We take a long-term view so we can deliver lasting changes for farmers and their families.

**BOLD.** We model innovative new approaches and are not afraid to challenge strategies that are failing.

Contact details:

[www.farmafrica.org](http://www.farmafrica.org)

[recruitment@farmafrica.org](mailto:recruitment@farmafrica.org)

Farm Africa, 9<sup>th</sup> floor, Bastion House, 140 London Wall, London EC2Y 5DN

Tel: +44 (0)20 7430 0440

Registered charity no 326901 (England & Wales)