

Job Title: International Programmes Manager

Reports to: Deputy CEO

Hours: Full-time (40 hours a week), Flexibility to occasionally work outside hours is required.

Location: London

About the Organisation:

At Al-Ayn, we are committed to ensuring that every orphaned child living in poverty has access to the tools and opportunities they need to overcome their difficult experiences. We believe that when a child fulfils their potential, their own future is transformed as well as the future of their families, their community, and society at large. In order to achieve that, we are led by our core values of transparency, dignity and empowerment.

Job Overview:

The International Programmes Manager has overall responsibility and oversight of Al-Ayn's field offices in Afghanistan and Ghana, and potential other field offices in the future. This includes registration of beneficiaries and implementation of programmes, in addition to having systems and processes in place within the Social Care Department.

Key Responsibilities:

- Line management of Country Directors in Afghanistan and Ghana and other field offices in the future.
- Coordinating with the Human Resources Department of Al-Ayn in relation to recruitment and training of staff in field offices
- Coordinating with the Communications Department of Al-Ayn in relation to marketing and promoting the work of field offices
- Coordinating with the Finance Department of Al-Ayn in relation to transfer of funds to field offices, monitoring their expenditure, and having oversight of funds available
- Responsibility for the registration process of beneficiaries and ensuring their eligibility, and follow up visits, in liaison with the Head of Social Care Department
- Arranging for training for field workers on documentation and evaluation;
- Responsibility for planning and implementation of programmes in field offices, in liaison with Country Directors
- Planning and implementing plans for Al-Ayn to expand into new countries to deliver aid
- Overseeing legal requirements for registration and operations;
- Ensuring compliance with UK and local legal requirements and regular reporting of activities, including the preparation of relevant Grant Monitoring Reports

England and Wales Registered Charity Number: 1196583

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Person Specification:

Skills:	Essential	Desirable
2-3 years of experience in a senior management role	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong capacity to work independently and manage multiple priorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience working in humanitarian or non-profit sectors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent project management skills, including budgeting and resource allocation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to travel internationally as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong written and verbal communication skills in English	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong intercultural communication and relationship-building skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bachelor's degree in international relations or any relevant field	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fluency in written and spoken Arabic and/or Farsi language	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Competencies:	Essential	Desirable
Excellent organisation and effective communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conflict resolution and critical thinking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proactivity and self-motivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Great listening and rapport building	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to manage pressure and conflicting demands, and prioritise tasks and workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hard working and eager to learn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrate adherence to Al-Ayn's ways of working, always including exercising discretion appropriately and respecting confidentiality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: Responsibilities articulated in this job description are subject to review and changes and depending on the needs of the organisation at any given time.