

## Job description

### Position title: Head of Programmes

<b>Organization</b>	Aflatoun
<b>Location</b>	Netherlands
<b>Job type</b>	Full time
<b>Salary</b>	Between € 4298 and € 5434 per month
<b>Comment</b>	Inclusive of pension, health insurance, holiday allowance and national insurance contributions
<b>Deadline</b>	15/09/2022

### The Organization

Aflatoun International is a non-profit organization, which offers social, financial & entrepreneurship education to children and young people worldwide, empowering them to make a positive change for a more equitable world. Aflatoun creates high-quality curricula for different age groups, which are contextualized to local needs and circumstances, and are implemented by over 300 partner organizations in 101 countries. Aflatoun programmes inspire children to discover their talents and put them to use, to stand up for their rights and those of their communities through active learning and problem solving. They learn how to save, how to budget, and how to set up social and financial enterprises that benefit themselves, their families and their communities. Aflatoun has been recognized globally (Brookings, Harvard, HundrEd, Million Lives Club) for its high-impact, low-cost model, which has shown to be effective in changing behaviors of participants across the globe.

By using a social franchise model, Aflatoun transfers curricular content, monitoring and evaluation tools, and training capacity to partner organisations, helping them enhance their existing expertise and create an efficient learning ecosystem. Aflatoun's programmes follow an active-learning, participant-centered methodology, which combines social and financial education (SFE) through engaging participants, educators, government institutions and civil society organisations.

We are currently looking for a dedicated and enthusiastic Head of Programmes to join us in our mission.

### Position

The Head of Programmes is a key position at Aflatoun and part of the management team. The main responsibility of the head of the programmes is to provide oversight and management of the Programmes Department to support the maintenance and growth of the Aflatoun Network across all regions based on the Aflatoun 2022-2026 strategy. This includes:

- providing overall direction to the programmes department;
- leading the coordination of (600+) network partners around the globe, in close collaboration with regional representatives
- Leading and making sure that the second strategic objective related to energizing the network is being implemented
- guiding Programme Managers in their provision of technical support to Aflatoun partners;
- Coordinating major flagship projects;
- developing proposals for new projects and programmes; and
- organizing and facilitating major or global advocacy, coordination and training events.

### Key Areas of Responsibility

#### Develop programme strategies and plans

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- Develop and monitor the implementation of long-term programmatic strategy and annual departmental and regional plans to achieve the growth and quality objectives outlined in the 2022-2026 strategy.
- Advise and assist the management team on strategies to grow the network and programme globally.
- Produce up-to-date reporting on Aflatoun programmes and donor-funded projects for the management team and board.

### **Programme Development**

- Identify potential funding prospects for new and existing programmes.
- Lead the development of new programme concepts, plans and budgets in collaboration with regional programme managers and partners, in line with regional strategies and annual plans, for inclusion in funding proposals to donors.
- Lead the development of a selection of funding proposals to donors and ensure proposals submitted are targeted to the priorities in the strategy, and the needs of the organization and partners, are fully costed and are of high quality.

### **Technical Assistance & Project Management**

- Oversee the quality of the implementation of donor-funded projects
- Ensure the provision of high-quality technical assistance to support programmes and regions in all regions.
- Facilitate collaboration, learning and sharing with and between regions and partners for the implementation of Social and Financial Education.
- Ensure that programme and project activities operate within the policies and procedures of the organization and that regional programmes and project data are kept up to date.

### **Stakeholder Management & Advocacy**

- Build and maintain partnerships with NGOs, INGOs and Financial Institutions to support the growth of Aflatoun programmes, including assisting programme managers to manage issues as they arise.
- Ensure the maintenance of partner details and key communication details in the organization's relationship management system.
- Participate / present at global, regional and national events to advocate for Social and Financial Education, including with national bodies for the integration of the programme into the national education curricula.
- Organise global, regional and national Stakeholders events to advocate for Social and Financial Education.
- Oversee the dynamic and continuous growing activity of the partner platform

### **Capacity building:**

- Lead Training events for Trainers on both Regional and Country levels according to the training strategy
- Manage the Network of the Aflatoun Global Master trainers in collaboration with the training coordinator.
- Contribute to the development of the Training strategy to build the capacity of the stakeholders to deliver a quality and scale-up programme through a cascade model.

### **Other responsibilities:**

#### **Team and budget management**

- Positively contribute to management team discussion and decisions, and the effective running of the organization;

- Team leadership, including communicating the organization's vision and strategy, coaching and developing the capacity of staff, ensuring compliance with organizational policies and procedures, identifying issues and resolving conflicts;
- Line management of programme staff, consultants, interns and volunteers, including performance management;
- Maximize the effectiveness of programme department and project spending and ensure department activities are delivered within budget.

### **Non-technical responsibilities as Aflatoun staff**

- Positively contribute to team discussions and the effective running of the organisation;
- Cross-departmental collaboration, compliance with organisational policies and procedures including submitting monthly timesheets;
- Promote Aflatoun's work on social media;
- Perform other duties and tasks, consistent with the skills and expertise, as required in non-routine circumstances;
- Be willing to adapt to different tasks and different cross-organisational tasks, this includes but is not limited to helping deliver Aflatoun events such as the International Conferences and staff retreats.

### **Required Skills & Qualifications**

- At least 10 years' work experience in the areas of education, Life Skills, financial education or entrepreneurship with children and youth.
- Demonstrable project management experience
- Analytical, critical thinking and strong problem-solving skills
- Academic degree in a related subject (e.g. Masters in international development, Masters in Education, Masters in Child Development).
- Comfortable moderating or managing public engagements (meetings and training)
- Advocacy experience with government bodies at the local, national or regional level.
- Ability to develop proposals and fundraise
- Ability to multi-task and work under pressure.
- Ability to work effectively in a medium size team in an international environment.
- Excellent written and verbal communication skills in English. Knowledge of other international languages (French, Arabic, Spanish) is an advantage.
- Strong computer skills, including sound knowledge of Windows and Microsoft Office applications, and the ability to learn other IT solutions.
- Ability and willingness to travel internationally.

### **Employment details**

The position is for a full-time position. We offer a dynamic and pleasant multicultural working environment, with an indicative gross monthly salary range of € 4298 and € 5434 per month (inclusive of pension, health insurance, holiday allowance, and national insurance contributions) - the salary level awarded will depend on relevant work experience and educational background.

Due to the nature of Aflatoun's work with children around the world, specific attention is drawn to Aflatoun's Child Protection Policy and its Policy on the Protection of Sexual Exploitation and Abuse (PSEA). These two policies are required to be signed by new employees and form part of the employment documents related to the employment contract. The applicant commits to zero tolerance toward sexual exploitation and abuse. An additional written test may be required.

Management may appoint at a lower step based on the candidate's skills and experiences against the position's requirements

**Reaction**

Please apply online at <https://aflatoun.bamboohr.com/jobs/view.php?id=147>

no later than 15/09/2022. If you have any specific, questions about the position please contact HR Officer Chitra at [chitra@aflatoun.org](mailto:chitra@aflatoun.org).