



Programme Advisor Maternity Cover

Job details

Location: Temwa Office, Bristol City Centre

Duration of work: 3 days per week

Salary: £28,000-30,000 pro rata per annum (depending on experience)

Closing date for applications: Wednesday 17th August at 9am. However, applications will be reviewed on a rolling basis. Please apply as soon as possible, as we reserve the right to close the applications earlier if we find a suitable candidate.

Interviews: on a rolling basis from Tuesday 9th August

Start date: Late September–early October

Job description

As the Programme Advisor at Temwa, you will oversee Temwa's programme portfolio from the UK office. You will provide technical support and advice to our team in Malawi throughout the project lifecycle from programme management systems to project design, and monitoring and evaluation. The role also acts as a link between Temwa's Malawi and UK offices, providing programmatic support to UK fundraising and communications. You will report directly to the Temwa UK Managing Director. The position is a part-time maternity cover for 12 months. The role can be based 3 days in a week in the office, or work hours can be split working part-time in the office and part-time from home.

This is an exciting opportunity for an experienced professional to use your expertise to develop the programme portfolio of a growing international development charity, and to enhance our impact in the communities in Northern Malawi.

About Temwa

Temwa, meaning 'love within a community' in the language of Tumbuka, is a Bristol-based charity committed to empowering remote African communities. Our goal is to harness the power of bringing communities together. We partner with hard-to-reach communities in Malawi, empowering local people to end poverty and transform their own futures. At the same time, we inspire local communities in the UK to come together to help bring about this change. We have been working in Northern Malawi for over 19 years, and our work currently includes sustainable agriculture, forestry, health and education programmes.

Principles of Temwa:

- Community Driven – Temwa's decisions are made by the community

- Working towards long-term self-reliance
- Commitment to sustainable development
- Belief in inclusive communities
- Working together with integrity, openness, mutual accountability and professionalism

We have a highly skilled team of 24 full-time employees in Malawi implementing this work, based out of two offices in the Northern Region. Our UK office in Bristol comprises a small fundraising and operations team of seven staff (most of whom are part time), 1-3 regular volunteers and interns, and a wider family of supporters, committed to achieving our goal.

Job purpose

1. Oversee programme delivery to help ensure effective and impactful operations that meet expectations of current and prospective donors
2. Advise on organisational, programme management and M&E systems that affect programme quality and impact
3. Provide technical support to programme development and management
4. Ensure timely flow of programmes information for adaptation to various external uses

Key responsibilities

Programme management:

- Help improve organisational and programmatic systems that affect the quality and impact of Temwa's programmes
- Oversee the development and delivery of Temwa's programmes in collaboration with Malawi management
- Support the implementation of a new Programme Management Manual
- Provide technical guidance to Temwa's programme team to ensure projects are in line with internal and donor requirements
- Manage programme finance together with UK Finance Manager, and help develop and approve UK-funded project budgets
- Oversee creation of timely organisational and programme reports for external use
- Act as a link between UK team and Malawi programme management

Monitoring, evaluation and learning (MEL):

- Provide technical advice on results-based organisational and project-specific MEL systems for evidencing impact and yielding community-driven, donor-relevant results
- Develop and improve specific MEL tools and documentation, in collaboration with Malawi management
- Guide and contribute to programme reviews and evaluations

Fundraising and communications:

- Provide technical, programmatic support and oversight for UK operations, helping ensure SMART project planning and alignment of community needs with donor priorities
- Review funding bids developed by UK fundraising and Malawi management as needed
- Support UK communications with collection and production of communication materials
- Participate in donor relations by bringing in programmes expertise, and manage relationships with relevant operational partners

Systems, policies and senior management

- Work towards and monitor progress against Strategic Plan targets
- Support staff and board in reviewing and updating policies
- Report regularly to the UK board of trustees
- Support management capacity in Malawi
- Share line management of UK Trust and Programme Officer
- Recruit and line manage programme volunteers in the UK
- Ensure all UK staff understand the organisation's programmes

Experience, qualifications and requirements

Essential

- Experience of designing, managing and monitoring (international development) programmes
- Experience of designing and implementing monitoring and evaluation systems
- Experience of budgeting and project finance
- Experience of managing small and large grants
- Management experience and great interpersonal skills
- Ability to create good collaborative relationships virtually across two cultures
- Experience of working with charities, NGOs or grantmakers
- Excellent written and verbal communication skills, with ability to write high-standard external materials
- Ability to work with competing priorities to tight deadlines
- Commitment to a 'global justice' approach to international development

Desirable

- Experience of working in a developing country, especially in Africa
- Experience of developing programme management systems
- Degree, MA or equivalent in international development or similar subject
- Experience of carbon balancing or offsetting

How to Apply

To apply, please send a CV (2 pages maximum) and a cover letter (2 pages maximum) explaining how you meet the requirements of the role to Sally Taylor sally@temwa.org

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