



**Christ's Hope International**

**Africa Programme\* Director**

**Job Description**

## **1. Introduction**

**Christ's Hope International (CHI) is a Christian, non-profit charity which cares primarily for orphaned and vulnerable children living in extreme poverty. The work in Africa is supported by fundraising in the United States and five European countries. The primary focus of the ministry is to support children's physical, mental, social and spiritual well-being through Christian, after-school care programmes.**

**The Program Director should be an outstanding Christian leader and manager who can enable the organization to achieve successful development, growth and implementation of the programme provided for children aged 4-19 in Africa and ensure sustainable, high-quality ministry through an open, participative and consultative approach to decision-making.**

**Therefore, the Program Director must be an enthusiastic and committed Christian capable of supporting the organization in achieving our mission and strategic development. Highly developed understanding and skills in programming, MER, and leadership are required, alongside an ability to work successfully with a wide range of people within multicultural environments.**

**Christ's Hope International and the International Board are uncompromisingly biblical and unashamedly Christian; we therefore bring the life-changing message of Jesus Christ and encourage discipleship within our ministry. The Program & MER Director should share our faith and vision for caring for vulnerable young people affected by extreme poverty and HIV/AIDS in Africa.**

**The Program Director is primarily focused upon and responsible for all aspects of the ministry programme of CHI in African ministry countries. The Program & MER Director is responsible and reports to the International Director through the Africa Team Leader (ATL).**

**The Program Director position is a critical member of the international leadership team of CHI and is expected to share in that the development of vision, mission, strategy and business planning the Program Director within the International Office team. This involves a widespread consultative and participative decision-making process involving all stakeholders within the organization.**



## 2. Job Summary

**The Program Director leads and manages the development, implementation and quality of the programme offered to children as part of the ministry of CHI in Africa. In partnership with the senior leadership team in the International Office and the International Board, the Programme Director is responsible for the success of CHI within Africa and helps to assure CHI's relevance to the community, the accomplishment of our vision and mission, and the accountability of CHI to all stakeholders.**

\* As a global organization, the word Programme (British) and Program (US) are used interchangeably.

### Job Description

<b>Position</b>	<b>Program Director</b>
<b>Reporting To</b>	<b>Africa Team Leader</b>
<b>Level of Position</b>	<b>International Office Team</b>
<b>Accountable For</b>	<b>Development, implementation and quality of the ministry programme for children aged 4-19.</b>
<b>Purpose of Position</b>	<b>To lead and manage Christ's Hope International strategically in the development, delivery and monitoring of the ministry program for children in Africa</b>

<p><b>Key Responsibilities</b></p>	<p><b>The Key responsibilities of the Program Director relate to the ministry programme and curriculum offered to children aged 4-19, which include:</b></p> <ul style="list-style-type: none"> <li>• <b>Design and development of the programme and curriculum for children;</b></li> <li>• <b>Development of staffing and timetable models for the implementation of the programme for children in each ministry country in Africa in consultation with Country Team Leaders (CTL's);</b></li> <li>• <b>Create appropriate quality standards and targets for the delivery of the programme for children;</b></li> <li>• <b>Support the design, development and delivery of training for members of staff responsible for the delivery of the programme for children, including leadership and management of learning;</b></li> <li>• <b>Create and implement monitoring, evaluation and review processes for the programme with children;</b></li> <li>• <b>Ensure high quality in all aspects of the programme for children;</b></li> <li>• <b>Report regularly on the impact and outcomes of the programme for children;</b></li> <li>• <b>To collaborate with the International Office Team in developing the vision of the programming plan of CHI;</b></li> <li>• <b>To help develop and ensure observance of CHI policies and procedures;</b></li> <li>• <b>To develop operational business plans for the organisation and country teams through consultation with stakeholders and team members;</b></li> <li>• <b>To ensure effective communication, reporting and accountability;</b></li> <li>• <b>To monitor, evaluate and review the performance of CHI operations against agreed targets and performance indicators;</b></li> <li>• <b>To ensure compliance with CHI ethical, legal and regulatory structures, internal and external;</b></li> <li>• <b>To ensure effective risk management strategies;</b></li> <li>• <b>To ensure effective asset management;</b></li> <li>• <b>To maintain health, safety and security;</b></li> <li>• <b>To motivate and enthuse teams and individuals in achieving organisational and personal goals;</b></li> </ul>
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	<ul style="list-style-type: none"> <li>• <b>To participate in staff performance management, appraisal and development programmes, including training internally and externally;</b></li> <li>• <b>To promote the professional and personal development of CHI ministry staff, through planned training, coaching and mentoring strategies in collaboration with HR Training and Development office;</b></li> <li>• <b>To encourage and develop strategic partnerships with other organisations and local communities, especially local churches and other Christian organisations;</b></li> <li>• <b>To strengthen and lead the spiritual life and Christian culture in the ministry field of CHI;</b></li> <li>• <b>To ensure equal opportunities for all staff and peoples;</b></li> <li>• <b>To represent and promote CHI internationally and within countries through presentations and attendance at meetings, international conferences, and public events, as well as visiting churches, businesses and other community organisations.</b></li> </ul>
<p><b>Support</b></p>	<p><b>The Program Director will be supported by a dedicated team of staff including other senior leadership positions within the International Office Team, African Country Team Leaders and appropriate administrative staff.</b></p> <p><b>The International Board is committed to providing support for the whole CHI Senior Leadership Team. This will involve:</b></p> <ul style="list-style-type: none"> <li>• <b>Regular meetings and frequent, open communication with the International Office Team</b></li> <li>• <b>Access to spiritual direction and care</b></li> <li>• <b>Access to further professional training and development, internal and external</b></li> <li>• <b>Mentoring</b></li> <li>• <b>Opportunity to gain further qualifications</b></li> <li>• <b>Performance management</b></li> <li>• <b>Appraisal</b></li> </ul>
<p><b>Minimum Qualification and Experience</b></p>	<p><b>A relevant tertiary degree level qualification, or equivalent, with at least 5 years' general work experience.</b></p>

	<p><b>Experience of work in an educational or youth work context is necessary, preferably including leadership and management responsibilities for at least two years.</b></p> <p><b>The Program Director must be an enthusiastic, committed Christian active within their local church and wider faith community.</b></p>
<p><b>Personal Qualities</b></p>	<p><b>A commitment to promote, model and uphold, personally and within the organisation, the important Christian values of love, service, openness, honesty and integrity.</b></p> <p><b>To endorse, through personal example, Christian approaches to 'servant' leadership and team working.</b></p> <p><b>To demonstrate excellent interpersonal and social skills.</b></p> <p><b>An ability to work sensitively and effectively within a changing and diverse multicultural environment.</b></p> <p><b>A willingness to travel frequently internationally and within Africa.</b></p>
<p><b>Working Conditions and Demands</b></p>	<p><b>The Program Director should be able to respond to detailed, complex concepts and problems, balance multiple tasks simultaneously, and make effective decisions regarding issues and events within reasonable timelines. This is a high-stress position based on full responsibility for all CHI programs within Africa.</b></p> <p><b>The post holder should be able to:</b></p> <p><b>Plan, implement, and monitor programmes. Establish and maintain appropriate, strong and collaborative relationships with the local staff, leadership and International Office Team. Develop smooth and constructive relationships with executive colleagues, outside agencies, organizations and individuals. Plan effectively and meet deadlines. Maintain a flexible work schedule to meet the demands of travel, coordination, and engagement across Africa. Deal effectively with demanding situations; design and implement appropriate interventions. Convey a professional and positive image and attitude regarding CHI within a variety of sectors and community organisations.</b></p>



	<p><b>Hours may be long and irregular.</b></p> <p><b>At the time of the present revision of this job description, CHI has an annual budget of about \$2.5 million, over 200 staff and volunteers, and serves about 2000 children.</b></p>
<b>Application Limit</b>	<b>March 24, 2022</b>
<b>Application Sent To</b>	<b>rita@christshope.org</b>
<b>Application Procedure</b>	<b>The selection process will involve interviews, a presentation, and other management exercises with members of the CHI Interview Panel, HR Director, and the CHI International Director.</b>
<b>Application Should Consist Of:</b>	<ul style="list-style-type: none"> <li>• <b>Cover letter motivating your application, including your approach to leadership and management of people, and the contribution you can make to this position</b></li> <li>• <b>Statement of your Christian faith and spiritual development</b></li> <li>• <b>Updated CV;</b></li> <li>• <b>Proof of academic credentials mentioned in CV;</b></li> <li>• <b>Proof of programming, education, or ministry experience</b></li> <li>• <b>Two professional references;</b></li> <li>• <b>Two spiritual references;</b></li> <li>• <b>Short-listed candidates shall be required to submit to background checks.</b></li> </ul>
<b>Organisation Information</b>	<b>www.christshope.org</b>