

RESTLESS DEVELOPMENT

THE YOUTH-LED DEVELOPMENT AGENCY



ABOUT RESTLESS DEVELOPMENT

In 2016, Restless Development is launching a new vision and strategy designed by young people. Having championed the engagement and influence of young people at every stage of the development of the United Nations' new Global Goals, Restless Development is developing a complimentary strategy that will:

- Convene, advocate and empower young people and youth agencies to lead change, and
- Collaborate with partners and governments who share our vision for young people to be at the forefront of achieving a just and sustainable world for all.

Building on Restless Development's proven model of youth engagement, over the next five years ten thousand volunteers will deliver the new strategy through a reinvigorated 'Restless Model' for youth-led development that will give youth-led organisations around the world a recipe for lasting, transformative change led by people and their communities. In addition, Restless Development will engage hundreds of partners and thousands of young people working for youth-led change through:

- A platform that young people can access to lead change through their own ideas and innovation;
- A coalition of technical youth-led development agencies that partner organisations can join;
- A youth 'lab' where knowledge, insight, research and experience is shared.

Restless Development Sierra Leone has and will continue to be a flagship programme within the context of this new strategy. Within the context of the 2014-15 West African Ebola outbreak, Restless Development drew on its knowledge of communities, expertise in community engagement, and large network of alumni to be at the forefront of social mobilization and recovery efforts in the country. The agency's role at the forefront of the social mobilization and behaviour change data collection efforts in the country has led the agency to become an international leader in community engagement.

For more information on Restless Development's mission, values and work, please visit: www.restlessdevelopment.org.

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ABOUT THE ROLE

This is an exciting role for a focused and self-motivated individual with a passion for youth-led development, with experience in strategic leadership, programme management and performance accountability. The role is ideal for a 'mid-career' professional seeking to step into senior leadership within a dynamic, creditable youth development agency leading community engagement and accountability approaches within the post-Ebola recovery context in Sierra Leone.

Job title	Head of Programmes and Partnerships, Sierra Leone Hub
Location	Freetown, Sierra Leone
Salary	SLL 189,282,744 gross per annum
Preferred start date	1 st January 2017
Length of contract	1 year minimum
Visa requirements	Restless Development is willing to sponsor candidates who do not currently have the right to work in Sierra Leone
Reports to	Head of Sierra Leone
Direct reports	1 Senior Programmes Manager, 1 Programme Manager, 1 Communications Manager, 1 RM&E Manager, 1 Investments and Partnerships Manager
Expected travel	National travel to districts of operations expected, possible international travel

KEY PRIORITIES

1. Strategy and Direction

- With the Executive Management Group, lead strategic planning and decision making.
- Contribute to leadership of the monthly Management Committee, consisting of Managers of primary operational units.
- Working alongside the Country Director and Head of Sierra Leone to implement the new country strategy in the context of the new global strategy.
- Lead weekly Programmes meetings with core Programmes team.
- Working with the operations and Finance units to ensure effectiveness and accountability in programme delivery.

2. Leadership of Internal Programmes Team and Downstream Partners

- Oversight of, and support to programmes nationally by working closely with Programmes unit line reports and downstream partners.
- Develop and support mechanisms for effective collaboration with Finance & Administration, HR and Operations units within Restless Development and within downstream partners.
- Responsibility for ensuring the Sierra Leone Hub meets its Bottom Line Accountabilities relating to internal performance and Programmes.
- Responsibility for insuring that downstream partners meet all key deliverables for donors.

3. Oversight of Programme Implementation

- Working through Programme Managers and downstream partners, ensure that all programmes are implemented to the highest quality, in an effective and efficient manner.
- Be accountable for the implementation of programmes, through Restless Development and downstream partners, against schedules and budgets agreed with donors.
- Responsibility for leading the development of internal programme budgets and those of downstream partners.
- Budget oversight - support to internal programmes teams and downstream partners in tracking and reporting on income and expenditure against budgets.
- Ensure all donor reports are accurate, specific, well-communicated and submitted within deadlines both for internal programme teams and downstream partners.

4. People Management & Risk

- Assume accountability for the performance of direct line reports, ensuring a minimum frequency for line management meetings of once per month for each line report.
- Work to support and build the capacity of staff across all units, including mentorship of young people working within the agency.
- Act as the focal point on safety and security, ensuring that effective risk management and safeguarding systems are in place and that all staff understand and comply with organisational policy.

5. Other

- Assume role of Head of Sierra Leone when the Country Director is absent from the office due to leave or other official duties.
- Collaboration with Restless Development International as required, under the guidance of the Head of Sierra Leone.
- You may occasionally be required to work on weekends and/or public holidays, for which time off in lieu will be granted.
- Other duties as required, as agreed with the Head of Sierra Leone.

ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with our Values.

Values	Behaviours	What we expect of the Head of Programmes and Partnerships
 HEART We are who we serve. We are brave.	Values-led	Upholds a values-led culture across the hub, inspiring a Restless passion and professionalism amongst all others. Considers the Restless Values when making decisions and taking measured risks at a strategic level.
	Innovation	Creates an enabling environment for innovation across the hub. Takes measured risks and solves complex issues with creativity and innovation. Maintains a focus on aligning the organisational vision for long-term growth in a changing world.
 HEAD We are 100% professional. We prove that young people can	Delivers Quality	Drives quality across the programme by holding all teams to account for high performance and value-for-money. Ensures the hub is effectively and efficiently resourced to deliver quality against strategic priorities.
	Decision-Making	Drives change across the hub by considering the long term impact of risks and strategic decisions to multiple teams.
 VOICE We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Leads strategy development and creates a compelling organisational vision. Is accountable for performance at a hub level. Develops leadership in others for future growth of the organisation.
	People Development	Builds organisational capacity by creating a culture of continual learning through performance management, training, coaching and mentoring; aligning their own personal and professional development to current and future organisational needs.
	Effective Communication	Builds consensus and commitment amongst staff and major national partners. Confidently anticipates and responds to challenge or resistance in difficult circumstances. Coaches others to communicate strategically.

<p>HANDS</p> <p>We are in it together. We listen and learn.</p>	<p>Collaboration</p>	<p>Is a role model for collaboration at a national, regional and global level; frequently contributing to internal processes and decisions. Leads participatory decision making and strategy development.</p>
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SKILLS AND EXPERIENCE	
<p>Essential</p>	<ul style="list-style-type: none"> • Commitment to Restless Development’s values and mission (available on Restless Development International website). • Post Graduate-level degree in relevant field of study. • Minimum 3 years’ experience in a leadership role within an NGO/INGO at country level. • Proven success in the following areas: programme leadership and co-ordination, fundraising/partnerships and human resource management. • Experience in budget management across multiple projects, monitoring financial risks, and financial forecasting against plans and targets. • Demonstrated ability to manage and interpret organisational data sets suitable for management, board, and global senior management audiences. • Proven success in cultivating relationships with external stakeholders. • Experience of oversight of multiple teams and units. • Excellent written and oral communication skills in English. • Excellent IT skills, especially Excel, Power-point, and Word. • Be results oriented and forward-thinking, with demonstrated analytical skills. • A role model, able to gain the respect of the management and wider staff team.
<p>Desirable</p>	<ul style="list-style-type: none"> • Experience of working in Sierra Leone, African or post-disaster contexts. • Working knowledge of spoken Krio. • Experience of working with and for young people. • Knowledge of relevant national and international strategies and frameworks in the areas of youth empowerment, sexual and reproductive health, livelihoods and other poverty related global development priorities. • Proven success of distance management of field offices

Restless Development is an Equal Opportunities employer and welcomes applications from young people, women, those living with HIV, disabled people, and other marginalised groups.

WHAT WE DO FOR YOU

Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations, taking in to account statutory benefits. In addition to salary, we offer Housing Allowance (8% of gross pay), End of Service Benefit, and NASSIT (10% employer contribution) for all staff.

Values and Culture

At Restless Development, we’re proud that the strength and integrity of our values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our values and our global achievements with monthly Values Champions and an annual Values Day.

Work-life balance

It goes without saying that we work hard at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Access to flexible working.
- Study leave, maternity, paternity or adoption leave, and other leave allowances.

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Professional development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

Travel and medical insurance

Staff are covered by a national/private medical insurance scheme. When travelling with work or working abroad, staff will be covered by Restless Development's travel insurance.

KEY DATES

- Please send a completed application form to jobs@restlessdevelopment.org by **5th December 2016**. Please note that we do not accept CVs, resumes or covering letters.
- First round interviews are likely to take place week commencing **12th December 2016**.
- Second and final round interviews are likely to take place during the week **19th December 2016**.