



## ABOUT RESTLESS DEVELOPMENT

We know young people have the power to solve the challenges we face in our world, but they are being ignored and overlooked. We are the agency that works with young people so they can lead in solving those challenges. Whether that means supporting communities to end child marriage or prevent HIV, we work with young people to change their lives and the lives of people in their communities.

Our programmes are genuinely life-changing, but can't do any of this without talented, creative individuals at every level of our organisation.

## OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our [Safeguarding Policy](#).

## ABOUT THE ROLE

<b>Job title</b>	Programme Manager, LIVING
<b>Location</b>	Freetown, Sierra Leone
<b>Salary</b>	SLL 151,673,645 per annum
<b>Preferred start date</b>	1 <sup>st</sup> August 2021
<b>Length of contract</b>	1 year (Renewable based on performance)
<b>Visa requirements</b>	Must have the right to work in Sierra Leone
<b>Reports to</b>	Senior Programmes and Partnerships Manager (SPPM)
<b>Direct reports</b>	2 X Programme Coordinators
<b>Expected travel</b>	Within Freetown

Restless Development has been in Sierra Leone since 2005, working with and for young people to design and deliver youth-led programmes that tackle some of the biggest issues facing the country. When Ebola broke out in 2014, Restless Development worked with the next generation of young people – including 3,000 social mobilisers - to reach and build trust with communities across half of the country, playing a critical role as the country put an end to the disease. Now, Restless Development is working with hundreds of young leaders in every district of Sierra Leone to unleash the power and agency that exists within communities, strengthen the provision of key services, and build

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a new future for Sierra Leone. You can read more about the Sierra Leone Hub and all current programmes on our website (<https://restlessdevelopment.org/country/Sierra-Leone>).

## Programme Background

In Sierra Leone, most people and small businesses do not fully participate in the formal financial system. Many transact exclusively in cash, have no secure way to save or invest money, and do not have access to credit beyond informal lenders and personal networks. Moreover, improvements in financial inclusion have been inconsistent, with many groups remaining excluded and left behind. In Freetown, a city of over 1 million people, a quarter of the population lives in 74 informal settlements. In particular, Women Living in Freetown's Informal Settlements (WLIIS) are disproportionately affected by exclusion from formal financial services, even though this group is a crucial enabler for reducing poverty, increasing financial resilience, and achieving economic growth.

Despite recent improvements in financial inclusion and the emergence of mobile money, 87% of Sierra Leone's population still face financial exclusion from formal services with only 12% owning a bank account, limiting their ability to thrive economically. On average, there is a 10% gap in ownership of accounts between men and women, with the figure worse for young women. The failure to close this gender gap represents a massive loss of potential, which undermines resilience, independence and empowerment.

The Improving Financial Inclusion for Women Living in Informal Settlements programme (WLIIS) is a new, exciting, innovative, and far-reaching programme aiming to improve financial literacy for women in 37 informal settlements in Freetown. The strategic objective of the programme is that, by the end of 2023, 5,500 women in these informal settlements will have access to appropriate, useful, gender sensitive and inclusive financial products and services, resulting in increased financial resilience and independence to make choices. This will truly put these women at the heart of the economic growth of their communities, while supporting them to impactfully and sustainably advocate for improved financial services and policies. The WLIIS programme is funded by Jersey Overseas Aid (JOA) and will be implemented over 2 ½ years by Restless Development as Lead agency in collaboration with Centre of Dialogue on Human

Settlement and Poverty Alleviation (CODOHSAPA) and Federation of Urban and Rural Poor (FEDURP).

## Job overview/summary

The Programme Manager will be responsible for the overall coordination and facilitation of the WLIIS programme, and the Business Support programme (formally known as BDS) in Sierra Leone, and ensuring integrated holistic approach in programme implementation among downstream partner's in the achievement of programme objectives. S/he will be specifically responsible to facilitate integrated programming in joint areas of operation with focus on: cross-learning, downward accountability, monitoring integration aspects and producing consolidated narrative reports. S/he will be responsible for coordination of activities across 37 informal settlements in Freetown to ensure the efficient and effective delivery of the programme.

The Programme Manager will work closely with CODOHSAPA, FEDURP, MOGCA and the private sector. You will represent the LIVING programme portfolio at national and community levels to all relevant stakeholders. You will provide analysis and information to the Programme Steering Committee for overall strategic direction.

## KEY PRIORITIES

### 1. Programme Planning & Management

- o Lead kick-off and mobilization of the WLIIS programme and the Business Support programme with all partners, and lead the development of Detailed Implementation Plans (DIP) and ensure the efficient delivery of the same.
- o Guide and lead the teams to achieve specific goals, objectives and Key Performance Indicators (KPIs)..
- o Lead the development and execution of an integrated programming in coordination with WLIIS downstream partners.
- o Ensure regular cross functional programme review meetings are held which will include all relevant stakeholders. Such reviews should focus on the output and outcome indicators, progress against the Theory of Change, the programme log frames, activity progress against work plans, financial progress against the forecast and compared to activity progress, and operational plans;
- o Have regular visits to field implementation sites as permissible to provide technical support and effective oversight to field teams;
- o Work with the downstream partners to develop a consolidated programme risk register and set systems for the review of these risks including mitigating actions;

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- o Develop contingency plan to allow continuation of programme activities, in case of changes in context;
- o Promote and maintain effective partnership with the downstream partners and beneficiaries;
- o Ensure that work is appropriately delegated and staff members are empowered to carry out tasks independently where appropriate to their skills and capacity;
- o Collate and develop a schedule for the different types of programme reporting including the quality assurance process and support Programme Coordinator to ensure this is complied with;
- o Support staff members by providing longer-term vision, strategic direction and appropriate planning for WLIS programme aligns with one of Restless Development's four goal areas, "LIVING".

## **2. Coordination and representation**

- o Ensure Standard Operating Procedures, and tools are in place for managing processes across the programmes and downstream partners according to expected contractual agreement;
- o Facilitate and develop good condition to ensure fluid communication between the downstream partners, programme staff, communities, private sector and line ministries;
- o Ensure the coordination of actions is articulated as a structural means to improve the timeliness, inclusiveness, transparency and connectedness of the WLIS programme activities and the Business Support programme;
- o Contribute to public communication, strong and positive Restless Development brand visibility and recognition;
- o Manage donor/partners relations in close cooperation with the SPPM for effective implementation of the WLIS Programme;

## **3. Project Monitoring and Reporting**

- o Conduct regular field visit to intervention areas to observe progress, with a focus on ensuring 'quality';
- o Prepare project progress reports (Monthly and Quarterly) based on a structured M&E framework including a review on financial report and provide necessary feedback;
- o Monitor programmes' progress and quality including field visits to programme sites with downstream partners and provide structured feedback in a way that can improve programmes' progress, sustainability and impact;
- o With the assistance of the MEL Manager, ensure development of timely quality narrative progress reports and monitoring reports as per Restless Development's and donor requirements;
- o With the assistance of the MEL Manager, plan and coordinate for final evaluations, baseline and end-line assessments, and final reports for the assigned programmes with all relevant stakeholders;

## **4. Financial Management**

- o As the budget holder for Business Support and WLIS programmes work closely with Restless Development's finance unit to develop overall, monthly, quarterly and annual programme budgets;
- o Work with finance unit to support downstream partners to ensure proper financial management systems for the WLIS programmes;
- o Ensuring tracking of expenditures on the WLIS programme and Business Support programme;
- o Monitoring programme resource allocation and utilization at all levels;
- o Coordinate and ensure timely and accurate preparation and submission of accurate funds transfer requests and programmes' monthly, quarterly, annual and final financial reports that meet donors' requirements;
- o Develop monthly forecasts. o Ensure the donor financial report is accurate. o Ensure your team understand and comply with our fraud and bribery policy.

## **5. People and Capacity Management**

- o Support programme staff to effectively rollout line management practices across every aspect of the WLIS programme and the Business Support programme;
- o Manage, motivate, develop and oversee the performance of staff in line with the Restless Development's systems, rules and regulations for people and performance including staff reviews, talent management and career planning;
- o Develop plans for capacity-building of the programme team to enable the team to be self-standing in the future;

- o Assess the capacity of stakeholders and identify training opportunities for programme staff, volunteers and other stakeholders, in line with the policies of Restless Development;
- o Support effective communications and joint working within the team and with other teams across the organisation;
- o Develop training curriculum and agenda to enhance the capacities of staff and Volunteers on the WLIIS and other programmes under 'LIVING' as maybe required by the SPPM;
- o Support programme downstream partners and women living in informal settlements develop advocacy strategy for the WLIIS programme;

**6 ■ Safeguarding/Child Protection**

- o Ensure compliance with Restless Development's safeguarding and child protection policy by your team and the downstream partners;
- o Support the implementation of the Safeguarding /Child Protection activity plan; o Regularly maintain and contribute to the Agency's Safeguarding/Child Protection Register;

**7. Other**

- You may occasionally / will regularly be required to work on weekends and/or public holidays, for which time off in lieu will be granted
- Other duties as required.

**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 [insert job title]
 <b>HEART</b> We are who we serve. We are brave.	Values-led	Embeds a values-led culture within their team; both recognizing and rewarding behavior which upholds the Restless Values and professionally challenging behaviors which do not. Values & Behaviors framework.
	Innovation	Fosters a climate of innovation and continual improvement across their team. Considers external best-practice when adapting plans; acting positively and quickly to assess and resolve issues.
 <b>HEAD</b> We are 100% professional. We prove that young people can	Delivers Quality	Takes full accountability for performance and value-for-money within their team. Ensures team capacity to deliver quality against strategic priorities, and guides their team to develop solutions for anticipated problems.
	Decision Making	Takes full accountability for managing a budget and/or programme and/or incidents. Considers the organisational vision, Restless Values, external influences, and long term impact when making decisions. Supports more junior staff with difficult decisions.
 <b>VOICE</b> We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Plays a key role in strategy development. May manage a small team, taking accountability for team performance and creating a compelling leadership vision for their team. Inspires and supports others to take on a leadership role.
	People Development	Drives their own personal development, committing to new challenges which build capacity for the organization. Supports team members to fulfil their potential through effective performance management, mentoring and other opportunities for growth.

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 <b>HANDS</b> We are in it together. We listen and learn.	Effective Communication	Builds consensus and commitment amongst staff and national partners, using effective communication to navigate difficult topics. Coaches others to communicate effectively.
	Collaboration	Utilizes their internal and external relationships to enable others to expand their network; creating opportunities for others to broaden their awareness of other parts of the organization and/or current issues. Cultivates national partnerships.

SKILLS AND EXPERIENCE	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Commitment to Restless Development's values and mission (available on Restless Development International website).</li> <li>• Academic Qualification in Development Studies, Business Administration, Financial Services/Social Work.</li> <li>• Proven experience in all aspects of livelihoods programme management, including design, planning, implementation, and monitoring/evaluation.</li> <li>• Experience in overseeing gender and disability inclusive programmes.</li> <li>• Experience in managing teams including staff development, coaching, and performance management, and hands-on knowledge working with downstream partners.</li> <li>• At Least 3 years' experience and skills in establishing and maintaining external relations with government, community stakeholders and civil society.</li> <li>• Proven experience in budget management, monitoring financial risks, and financial forecasting against plans and targets.</li> <li>• Fluency in spoken Krio and English; excellent documentation and report-writing skills.</li> <li>• Excellent IT skills, especially Excel, Power-point, and Word.</li> <li>• Be results oriented and forward-thinking, self-starter with demonstrated analytical skills.</li> <li>• Ability to be self-sufficient and resourceful, proactive in identifying and addressing challenges, yet consulting and asking for assistance as needed.</li> <li>• A role model, able to gain the respect of the management and wider staff team.</li> <li>• Hands-on experience applying participatory approaches like REFLECT Methodology with women's savings groups.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience in youth programmes.</li> <li>• Knowledge and experience in curriculum development approach to programming is a strong asset.</li> <li>• Experience in leading advocacy efforts to influence systemic change.</li> </ul>

**Restless Development is an Equal Opportunities employer** and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

## 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 into account statutory benefits. In addition to salary, we offer 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.

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### **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).
- Birthday Leave
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.
- A day's leave on your birthday.

### **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**

Specify where staff and their dependents are covered by national/private medical insurance schemes. When travelling abroad with work, all staff will be covered by Restless Development's travel insurance.

## **KEY DATES**

- Please send a completed application form to email - [sierraleonejobs@restlessdevelopment.org](mailto:sierraleonejobs@restlessdevelopment.org) and copy [alfred@restlessdevelopment.org](mailto:alfred@restlessdevelopment.org) by 5:00 pm on the 20th July 2021, with the subject line 'Application for Programme Manager "LIVING" Programme'.
- Females are highly encouraged to apply. 50% of candidates shortlisted will be female.
- Please note that we do not accept CV's.
- Only shortlisted applicants will be contacted for interviews