

JOB PROFILE

How to Apply for this Job



Kieran Dodds/Tearfund

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theory of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

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In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	Influencing Programme Manager - Tanzania
Group	International Group
Team	Tanzania
Location	Tanzania
Responsible to	Regional Influencing lead

Part 1 – Job description

1. Main purpose of the job

The Influencing Programme Manager reports to the Regional Influencing lead and is responsible for implementing the influencing work within a designated area of the region in line with the overall direction of Tearfund's strategy, networking, advocacy and influencing work, in line with key attributes for Model 1 countries, across the region. Influencing long term change within Tanzania is a key function of this role. The Influencing Programme Manager is responsible for implementing Tearfund's work of envisioning and strengthening the Church, advocating with national authorities, participation in Integral Mission and influencing change in churches, government, society and countries in line with Tearfund's vision, strategy, corporate priority areas and policies and procedures, under the directions of the Regional Influencing lead.

Position in organisation

- Grade: 3
- Reports to: Regional Influencing Lead
- Works closely with: Influencing Impact Officer and Influencing admin assistant, , Advocacy & Influencing Teams, , Finance Regional Lead and other Regional staff, Thematic Support Team, Operations & Assurance, Strategy and Impact Group, HaRT.

2. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are encouraged to:

- Engage with Tearfund Prayers and the Prayer Hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theory of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

3. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

4. Key Responsibilities

Strategy

- Work with churches, NGOs, networks and allies to inspire, empower, develop, mentor and mobilise them to influence change in government policy, economic systems, legal systems and social-cultural practices;
- Influence and support advocacy networks and engage in movement building efforts in line with Tearfund's priority areas;
- Support the identification of advocacy and influencing opportunities, developing position statements and briefing papers, and leading representation to government authorities at local, national, Regional and Global levels, in consultation with the Advocacy Team;
- Promote the role of theology, prayer, and leadership development in churches to influence change
- Develop a preparedness/contingency plan and strategy to respond to crisis, using existing networks TF works with already in country;
- Monitor, review and analyse the country context and changing role of aid and development, and adapt Tearfund's strategy accordingly
- Inspire, envision and strengthen networks and movements of churches, theological institutions and civil society actors, as well as individuals who seek to influence policy and practice;
- Promote Church & Community Transformation (CCT) with an emphasis on catalysing and strengthening the Church for Integral Mission;
- Promote Environmental and Economic Sustainability (EES) by working with churches, governments, partners and allies to influence them to adopt more environmentally and economically sustainable approaches and policies.
- Promote Reconciled and Peace Filled Societies (RPS) by working with churches, governments, partners and allies to adopt peacebuilding and other approaches to reduce and end conflict within countries.
- Promote Crisis to Resilience (C2R) by working with churches, governments, partners and allies to adopt peacebuilding and other approaches to reduce and end conflict within countries.
- Ensure Tearfund's Quality Standards are upheld at the country level;
- Ensure alignment between the country strategy and Tearfund's global work on the 4 corporate priorities working closely with regional roles;

Coordination

- Responsible for oversight of project and core budgets, reviewing the monthly management accounts, identifying any corrective actions required;
- Accountable to manage TF resources and report against the same;
- Ensure appropriate Tearfund registration, legal, tax and insurance requirements are met and maintained on an ongoing basis, in cases where Tearfund has an office and staff;
- Proactively draw down on technical support from Regional and Global levels to support technical quality;

Funding

- Develop bids for fundraising from trusts, foundations and key individuals;
- Responsible for development of budget and fundraising strategies for influencing across the region;
- Request approval from Influencing Lead for any funding relationships and ensure they are compliant to Tearfund policies and procedures;

Relationship building

- Actively invest time and effort in building relationships with key stakeholders, both external and teams across Tearfund, who are critical to outwork and achieve Tearfund's vision and strategy for the country/ies;
- Strategise, build relationships to influence and envision key church, denominational, ~~and~~, mission leaders, governments, policy makers, partners and allies;
- Facilitate allies to find common ground, enabling movements;
- Network with other INGOs in relation to the Corporate Priorities and other bodies coordinating humanitarian response

Effective portfolio management

- Ensure all reports are submitted on time and in accordance with required reporting formats;
- Monitor Tearfund supported allies, network and individuals to demonstrate progress and impact through visits, reviewing reports and ongoing communication, and identify corrective actions;
- Assess networks and individuals, managing risk, and agreeing capacity development plans;
- Actively promote the capturing of learning through reporting and monitoring, and discussion groups, ensuring that learning is used effectively in the country and transferred to the wider organisation;

Corporate policy and compliance

- Ensure the programme is compliant to policies and procedures set out in Tearfund's Global Operating Manual;
- Ensure that policies and commitments regarding the safeguarding and protection of children and vulnerable adults and the prevention of fraud and bribery are consistently applied;
- Ensure compliance of projects to Tearfund's Global Process System (GPS) for the development and implementation of project proposals, reporting, monitoring, evaluation, implementation of audit recommendations, learning, project completion;
- Ensure audit and evaluation recommendations are implemented and adopted within ongoing operating procedures;
- Responsible for the corporate monthly, quarterly and annual reporting;
- Ensure representation of the programme and raising its profile to the wider organisation through provision of information and stories for internal and external communications by other teams;
- Oversee and ensure the implementation of the restricted party screening procedures;

External representation

- Responsible for high-level representation to the government, securing and maintaining the necessary approvals to operate, ensuring coordination and constructive working relations;
- Responsible for representing Tearfund externally through building relationships and networking with national Church leaders and networks, government and where relevant other NGOs;
- Responsible for developing media positions and press statements, serving as the principal local Tearfund spokesperson in media interviews, and facilitating media visits, in consultation with the Global Media Team;

Part 2 – Person specification

Job title: Influencing Programme Manager - Tanzania

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Degree and/or equivalent qualification in a development or management related discipline 	<ul style="list-style-type: none"> • Relevant post-graduate qualification • Management Training
Experience	<ul style="list-style-type: none"> • Proven ability to promote integral mission, • Advocacy experience • Proven track record in influencing change, via networking, opinion shaping and/or policy making • Well networked among church leaders, civil society, governments and other key development actors • Proven ability in working with local church-based organisations • Substantial community development experience working in the local context • Substantial influencing and advocacy experience • Experience leading teams, including performance management and capacity building • Commitment to project quality, and associated assurance processes • Proven ability in strategic planning, project management and budget management • Implementing and working in accordance with corporate structures, policies and practices • Involvement in key movements • Experience with church mobilisation approaches 	<ul style="list-style-type: none"> • Proven ability of organisational development • Proven ability in capacity development of local organisations • Proven experience in promoting and applying good practice in development work • Proven security management experience (for countries with security concerns)
Skills/Abilities	<ul style="list-style-type: none"> • Creative and entrepreneurial mindset • Strong, confident communicator • Ambition and vision for lasting, national scale change • Ability and commitment to apply biblical principles prayerfully within all aspects of the role • Ability to lead, participate in and facilitate collective staff prayer and bible studies • Excellent leadership and management skills • Fluent in written and spoken English 	<ul style="list-style-type: none"> • Understanding of the key concepts and tools of Disaster Risk Reduction

	<ul style="list-style-type: none"> ● Excellent presentation, written and verbal communication skills ● Excellent advocacy and influencing skills ● Understanding of effective church mobilisation approaches ● Proven ability to gain respect of CEOs of networks, church leaders, and government representatives ● Training and mentoring skills ● High level negotiation and representation ● Creative and innovative approach and openness to new ideas ● Analytical and problem solving skills ● Ability to safeguard the wellbeing of children and vulnerable adults ● Good computer skills (MS Office, GoogleSuite) 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ● Committed Christian with a personal relationship with God ● Committed to Tearfund's Mission, Values and Beliefs demonstrated in taking an organisational perspective and working collaboratively across the organisation to advance our mission ● Self-disciplined with ability to work proactively, using own initiative ● Flexible and resilient able to accommodate changing priorities and to remain calm under pressure ● Motivating, inspiring, and encouraging ● Commitment to diversity and inclusion, including gender and disability ● Demonstrates sensitivity and skills in working cross culturally. ● Self aware and able to learn from others. ● Servant leadership ● Able to balance task-delivery and people-focus ● A people and team developer ● Willingness to live and travel in basic conditions 	
<p>OTHER COMMENTS: All roles require a DBS/Police check</p> <ul style="list-style-type: none"> ● Regular travel across regional countries is a requirement ● All roles require a DBS/Police check ● Tearfund is a member of the SCHR Misconduct Disclosure Scheme ● Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		

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Job Title	Operational Support Administrator
Group	International
Team	Southern & East Africa
Location	Tanzania
Responsible to	Quality & Operations Lead

Part 1 – Job description

1. Main purpose of the job

To assist the Quality Operations Lead by providing a proactive, quality administrative, Finance and Logistics service. In particular, to maintain electronic and paper filing systems, analyze and coordinate statistics and assist with project work. And support the Influencing Programme Manager Tanzania on financial matters in Tanzania.

2. Position in organisation

Grade: 7

The Operational Support Administrator is line-managed by the Quality & Operations Lead and works closely with other members of the Regional team. The role involves liaison with other Tearfund colleagues at all levels as well as members of the public and other external contacts.

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5. Scope of job

- Provide comprehensive, administrative support to the Quality & Operations Lead
- Update corporate reporting and maintain electronic and paper filing systems
- Provide Financial support in Country

- Contribute to the life and work of the team

6. Duties & Key Responsibilities

Provide comprehensive administrative support to the Quality & Operations Lead

- Assist the Quality & Operations Lead to prepare for and conduct internal and external meetings, drafting agendas, dispatching papers, booking meeting facilities and taking and circulating minutes.
- Responsible for archiving and clearing the team's filing system.
- Arranging travel and accommodation for the Quality & Operations Lead
- Liaising with appropriate authorities and services to arrange visas and other permits for travel
- Maintaining and monitoring google calendars
- Proactively identify administrative needs and recommend and implement improvements to administrative processes;
- Liaison with other Tearfund teams as and when required.
- Ad hoc administrative tasks as required.

Assist the Quality & Operations Lead in project work, coordination of information and statistical analysis

- Contribute to ad hoc projects as requested by the Quality & Operations Lead;
- Run reports and gather statistics relating to designated areas, as requested by the Quality & Operations Lead

Update the Corporate reporting and maintain electronic and paper filing systems

- Monitor requests for mandatory information for the Quality & Operations Lead
- Responsible for maintenance of electronic and paper files;
- Keep properly filed legal documents as required

Provide Financial support in Country

- management of in country finance transactions [CCBs] on a monthly basis and financial processes up to year end
- processing in country payments and filing of supporting documents
- preparation of the CCB's on a monthly basis
- supporting the Influencing program manager Tanzania on financial matters

Contribute to the life and work of the team

- Engage in activities within the team relating to spiritual sessions of worship, prayer, reflection or teaching;
- Help and support other colleagues with their workload as reasonably expected;
- Communicate effectively with other team members

Part 2 – Person specification

Job title: Operational Support Administrator

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Qualification in Business Administration or equivalent 	<ul style="list-style-type: none"> • Business administration qualification
Experience	<ul style="list-style-type: none"> • Experience of and proven ability to develop and manage a range of administrative processes • Experience of working in a fast paced environment • Experience of working with people from different cultures • Team working 	<ul style="list-style-type: none"> • Knowledge or experience of financial processes
Skills/Abilities	<ul style="list-style-type: none"> • Excellent spoken English • Organisational & administrative skills • High level of accuracy and attention to detail • Proven ability to manage Microsoft Office programmes • Proactive approach to problem solving • Ability to set up systems and processes • Ability to prioritise work and work to deadlines • Confident in face to face communication • Confident and sensitive verbal & written communication • Ability to manage small projects • Ability to maintain confidentiality 	<ul style="list-style-type: none"> • Ability to influence at all level in diplomatic and assertive manner • Ability to analyse situations and make independent judgements within clear fixed boundaries
Personal Qualities	<ul style="list-style-type: none"> • Committed Christian with a personal relationship with God • Committed to Tearfund's Mission, Values and Beliefs • Self-starter / Able to use own initiative • Commitment to work of a high standard • Well-developed awareness of own limitations and when to seek help / advice 	
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