



<https://kgga.co.ke/job/vacancy-at-kenya-girl-guides-association-kgga-programmes-and-training-manage/>

Description

Programmes and Training Manager

The Kenya Girl Guides Association (KGGA) is a member organization of the World Association of Girl Guides and Girl Scouts (WAGGGS). The Association has been active in Kenya since 1922, is a multi-racial, non-religious, non-political and non-profit-making organization that seeks to empower girls and young women to realize their fullest potential as leaders and responsible citizens of the world. KGGA operates through a value based program and has a national membership of girls and young women representing every race, ethnicity, culture, class and religion in Kenya. We are looking to fill the position of **Programme and Training Manager** who will be reporting to the Chief Executive Officer. Job Objectives: To apply expert knowledge of girls, girl issues, the Girl Guiding Experience, the National Guiding Programmes and in collaboration with volunteers and partners, deliver high-quality programme experiences and trainings to a growing number and diversity of girls and young women. The Programmes Manager will also be

Responsibilities researching and communicating potential funding sources for programme support.

Key Tasks: Develop programme, leader support and training with the Programmes team under direction of the National Executive Officer. · Responsible for Nation-wide programme events. · Implement, monitor and report outcome measurements for all programmes. · Generate and submit regular stakeholder reports in collaboration with the finance team · Develop and mainstream M&E and quality management system in collaboration with the finance team · Recruit, select, place, train, supervise, and evaluate qualified programme delivery volunteers to carry out programme implementation and develop new programmes based on needs of girls and Guide leaders and National programme priorities. · Develop monitor and grow girl and adult membership through programme events, recruitment activities, and support of other mission delivery strategies. · Provide support and guidance to National Trainers as they train new leaders. · Develop resource materials that help volunteers deliver quality program at the unit level. · Ensure the voice of the Girls is heard on issues they care about and provide support to empower them to change the world around them for the better · Support the development of a platform to empower girls and young women in Kenya to speak out and influence issues they care about enabling them build a better world while at the same being the voice of the girls and young women · Ensure high quality implementation of the Girl Guide Leadership Programme by collaborating with Volunteers to ensure that they understand the benefits of Guiding and the delivery the Guiding programme. · Design innovative approaches in the area of program delivery and identify the need for additional National support. · Develop and manage budgets in collaboration with the finance team to support programme delivery and to develop and implement fund raising strategies to support programme projects. · Ensure that all Programme operations are carried out in compliance with county, regional and National regulations and laws. · Establish and maintain harmonious working relationships with donors, members, volunteers, staff and community contacts.

Qualifications Supervise County and Regional Coordinators. · Undertake other duties as your line manager should require in keeping with the responsibility of the post.

- Bachelor's degree in a related Master's degree is preferred.
- At least 4 years' experience in a senior management position in programme
- Commitment to the mission and goals of Girl
- Strong management skills with the ability to lead and manage a team
- Fluency in English, both written and verbal
- Demonstrable expertise in Project Cycle Management (PCM)
- Experience working with private sector and Government authorities

Direct organization

Kenya Girl Guides Association

- Excellent oral and written communications
- Detail

Contacts

Ability to effectively manage multiple priorities, meet deadlines and produce results. Please submit a cover letter outlining your suitability for the position together with a detailed CV including names and contacts of 3 referees to vacancies@kgga.co.ke by 30th August 2024. Indicate Programmes and Training Manager in the Subject Line. Late applications or hard copies will not be considered. Please note: At no point in the entire recruitment process shall the candidate have to pay any money as a condition of engagement. Only shortlisted candidates will have their applications acknowledged. KGGA is an “equal opportunity organization” that is committed to hiring highly qualified individuals regardless of gender, religion, race, creed or marital status