



Global Give Back Circle Program Lead - Kenya

Terms of Reference

Position Title: Programs Lead for HER Lab Program

The Programs Lead reports to the Chief of Programs and will lead all programming aspects of Global Give Back Circle (GGBC) USA (a 501 (c) 3 organization) Programming at HER Lab sites. This role will be responsible for strategic and operational aspects of Global Give Back Circle curriculum delivered at HER Lab, Mentoring Programs, Give Back Program, Career Guidance, and all aspects of programming taking a young woman from initial induction, her educational pathway, work readiness and internships, preparing her for work.

Through scale-up of the Global Give Back Circle HER Lab model, Her Lab Africa will implement programming designed to increase participation in dignified and fulfilling work for young women in rural Kenya.

It is more than a program focused on the economic empowerment, skills development, and poverty alleviation of Kenya's most marginalized adolescent girls and young women through workforce success and entrepreneurship. It addresses a holistic approach to HER journey to dignified and fulfilling work and does so by positioning her as a catalyst for the economic empowerment of an entire community. It teaches her how to be the best version of her own story, but also guides her on how to use the power of her storytelling voice for bold advocacy and policy influencing. It nurtures her leadership strengths by heightening her self-awareness. She explores the attributes of her role model mentor and identifies the strong, empowered woman within her.

This program contains interventions that target marginalized and rural adolescent girls and young women from across the educational spectrum, including recent secondary graduates and young women who have fallen through the cracks of the education system. This program supports a robust Theory of Change, through critical technical pathways, activities, and outcomes.

Job Overview: The Programs Lead will direct and oversee the implementation of all programming elements across ten strategic interventions. The Program Lead will be responsible for managing the delivery of the HER Lab Program across a consortium of partners, overseeing each area of programming including curriculum, career guidance, Scholarships, Career Transitioning, Economic Empowerment and Program Management.

The Programs Lead and all members of the team will work from home offices. This is a youth-led intervention, 80%+ team members are alumina of the Global Give Back Circle or Mastercard Foundation programs; young women between the age of 25 – 35, as such Capacity building is a significant responsibility of this role.

Responsibilities & Duties

- Ensure the consortium partners team members are CLEAR about their roles and responsibilities, CAPABLE of delivering according to set goals, and MOTIVATED to work as a member of a collaborative team.
- Provide guardian oversight of all GGBC policies which relate to the protection of the beneficiaries, team members, partners and volunteers involved in both interventions.
- Ensure budgeting and accounting activities are facilitated on time and on budget.
- Ensure database management activities are facilitated according to plan.
- Ensure all programming complies with Global Give Back Circle specifications and approval.
- Participate in weekly management meetings with the Chief of Programs and Global Give Back Circle leadership.
- Oversight of all Programming at HER Lab sites:
 - Coach the managers, assistant managers, and officers to achieve all set goals through weekly (minimum) coaching sessions
 - Provide inputs to strengthen the 'HER Lab': Curriculum: Agriculture & Agri-business + Entrepreneurship & Financial Literacy + Digital Skills & Coding + Leadership Skills & Communication Skills + Hair Design, Bead Work, Plumbing, Welding, Masonry, Mechanics, Carpentry, Electrical + How to leverage the government's TVET programs & HELB schemes.
 - Participate in bi-weekly meetings with 'HER Lab' implementation & site partners.
 - Oversee the Facilitation Quarterly Conversations, with Fathers, Brothers, Male Relatives, Partners and Community Elders
 - Oversee the development and implementation of best-in-class curriculum.
 - Oversee and Direct all Mentorship Programming.
 - Oversee Career transitioning Programming, including Career Guidance, Internships, Scholarships, and all other economic empowerment and path to work programming.
 - Ensure all Program and Program reporting is facilitated and completed with accuracy and integrity, in a timely manner.

Qualifications

- Minimum 10 years of experience in program management and program implementation.
- Minimum 8-years of experience managing a remote implementation team of 10 or more.
- Minimum 5 years' experience managing the implementation of a development program with a budget in excess of 5M annually.

- Minimum of 5 Years working with a consortium of partners, managing partner implementation and indirect reports.
- Minimum 5 years building capacity across multi-organization implementation team.
- Proven passion and experience with gender-based programming in rural communities.
- 5+ years in the Humanitarian or development environment.
- Demonstrated expertise in remote / virtual management.
- Demonstrated expertise in managing accounts and budgeting of a program.
- Demonstrated expertise overseeing database management activities.
- Demonstrated experience managing the upholding of organization and program policies.
- Demonstrated expertise in problem solving and finding innovative solutions.
- Strong written communication skills
- Fluent in Word, Excel, and PowerPoint
- University Degree
- Proficiency in English and Swahili

Send CV and Cover Letter to GGBCJobs@GlobalGiveBackCircle.org