



**POSITION:** Programme Officer  
**REPORTING TO:** Programme Director  
**REMUNERATION:** Negotiable  
**LOCATION:** Cape Town, South Africa  
**START DATE:** ASAP



## Background

The Learning Trust (TLT) is a thriving South African non-profit foundation. TLT believes (and global learnings corroborate) that developing the often neglected After School sector has the potential to substantially improve the life outcomes of children and youth growing up in conditions of adversity, through keeping them engaged in learning, building their resilience, improving their psychosocial health, and widening their access to work and tertiary education.

With its unusual combination of small grants and capacity development embedded in 5-year grant relationships, TLT has supported the development of nearly 170 emerging community-based beneficiary organizations and schools providing education support in the Western Cape, Eastern Cape, and Gauteng since its inception more than 10 years ago. This well-directed financial support, technical training, mentoring, and coaching in a variety of organisational development areas, significantly accelerates the grantees' growth and development towards self-reliance.

As part of this approach, TLT has also facilitated the transformation of the After School sector through the establishment of provincial communities of practice to share knowledge and experience and build up networks of NGOs with congruent goals. We believe that all this provides an exciting platform for expanding advocacy and communication, to ignite more resources into the sector. To this end, TLT has also been building a community of donors interested in collaborating to support and grow exciting education interventions and building relationships with government.

## Role Purpose

The Programme Officer will lead and implement The Learning Trust's strategy and operational plans within the Western Cape.

## Responsibilities

### 1. Strategy Development

- Support the national team, in co-developing the organisational strategy, providing regular feedback for refinement and on-going development

- Inform, drive, and refine the Western Cape strategy and operational plan
- Work closely with TLT regional Programme Officers and Programme Assistant to ensure a level of standard operations and strategic alignment across programmes and administration

**KPI:**

- Provide regular feedback on the operational plan at bi-monthly Grants Meetings and monthly Check-ins with Programme Director
- Impeccable administrative record-keeping on Salesforce system in line with operational plan

**2. Implementation of Operational Plan**

- Coordinating the implementation of the operational plan; monitoring, reviewing, and reporting in line with set out administrative processes
- Work with Western Cape junior staff member allocated to grant management, providing supervision, guidance, motivation, mentorship, and coaching

**KPI:**

- On track with overall grants and capacity support operations and targets

**3. Grants Management**

- Cultivate and maintain good, trusting relationships with grantees
- Design and facilitate one-on-one capacity support activities and group training with core grant recipients
- Collaborate with national team in co-designing different forms and methods of capacity support for the region
- Maintain a good oversight of organisations and individuals' strength and need areas to assist in identifying skill-development and coaching opportunities
- Manage grant administration distribution within the region
- Develop a continuous pipeline of potential grant recipients, conduct robust due diligence processes, make grant recommendations to the national team, and on-board selected organisations
- Identify and recommend best practice models for research and collaboration purposes
- Manage multi-year grant projections for the province

**KPI:**

- Impeccable administrative record-keeping on Salesforce system in line with grant recommendations and operational plan
- Timeous distribution of grants in line with targets and projections
- Timeous and smooth on-boarding of new grantees
- Number of new grants identified best practice models, and opportunities for collaboration and research

**4. Building the Field**

- Coordinate and facilitate quarterly online/offline Communities of Practice (CoP) meetings for the growing network of After School Programmes (ASPs) in Western Cape, including engagements with stakeholders and speakers
- Collaborate with national team in co-designing different forms and methods of professional development for the region and nationally
- Consistently build the database of ASPs in the region through intentional research, timeous

responses to requests for support, and targeted networking

- Ensure adequate representation of TLT's grant recipients at CoP meetings and other sector events
- Collaborate with the communications team to ensure timeous event planning and quality knowledge products
- Engage with alumni organisations in the region to leverage best practice and expertise for the sector on a regional and national scale

**KPI:**

- Implementation of professional development activities as per operational plan
- Number and quality of knowledge products distributed

**5. Stakeholder Management and Donor Relations**

- Manage relationships with key stakeholders in the Western Cape
- Build partnerships with strategic players in the region
- Engage with donors as required
- Consistently engage with alumni organisations and key stakeholders to generate ideas for possible collaboration projects for the sector

**KPI:**

- Strong partnerships with grant recipients, donors, government, and others
- Timeous, accurate and relevant reports

**6. Communications and Advocacy**

- Engage in regular verbal and written communication with grant recipients
- Assist in the preparation of quality external communications for the sector and other stakeholders
- Support the national team in generating communications and coordinating advocacy campaigns for the sector

**KPI:**

- Clear, relevant, useful, and timeous communication

**Requirements and Competencies**

- At least a bachelor's degree; Masters an advantage
- Non-profit experience of at least 5 years
- Good understanding of education/community development
- Visionary and driven attitude
- Excellent verbal and written communication skills
- Strategic outlook and alignment
- Action and results orientation
- Initiative and a willingness to learn
- Collaboration and teamwork
- Self-knowledge and development Experience in line managing senior staff
- Own reliable transport

## How to apply

Interested applicants should submit the following by e-mail to [poveshnee@ngorecruit.com](mailto:poveshnee@ngorecruit.com) quoting reference number **NLT001**:

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with The Learning Trust's mission and the unique qualities you will bring to this role

Application Deadline: 7<sup>th</sup> February 2022

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about The Learning Trust, visit their [website](#) and social media pages: [Facebook](#), [Instagram](#), [Twitter](#), and [LinkedIn](#).