



**POSITION:** Special Projects Manager  
**REPORTING TO:** Executive Director (ED)  
**REMUNERATION:** Negotiable  
**LOCATION:** South Africa (Remote)  
**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 Special Projects Manager will lead and implement The Learning Trust's sector-building strategy and emerging special projects. Ensure delivery of quality projects in line with TLT's strategic objectives (including catch-up coalition, after-school outcomes fund pilot and research).

## Responsibilities

### 1. Strategy Development

- Support the national team in co-developing TLT's strategy, providing regular feedback for refinement

and on-going development

- Identify strategic opportunities for expansion, in partnership with stakeholders
- Using the organisational strategy, and working in collaboration with ED, develop and continue to review and refine sector-building plans

## **2. Special Projects Implementation**

- Lead the development and implementation of TLT's sector-building strategy; monitoring, reviewing, and reporting in line with set out agreements and processes
- Develop workflow processes, track, and report on project implementation progress
- Oversee the design, development, implementation, and iterative improvement of systems and processes to scale the Catch-up Coalition
- Plan, manage and coordinate all activities related to the catch-up coalition, after-school outcomes fund, and other emerging special projects
- Develop work plans, budgets, and resourcing plans to scale up successful Catch-Up Coalition efforts
- Work with other team members allocated to respective projects, providing supervision, guidance, motivation, mentorship, and coaching
- Design, coordinate and facilitate peer support structures for the growing network of partners in the Catch-up Coalition
- Develop knowledge resources and monitor their uptake by project partners

## **3. Stakeholder and Donor Relations**

- Initiate and build partnerships with donors, government and implementing partners, through intentional research and targeted networking
- In collaboration with the ED, generate ideas for collaboration, and develop presentation materials for new donor cultivation and other sector engagements
- Oversee budgets and financial reporting to ensure an efficient service to donor partners with respect to all special projects
- Provide Fundraising and Business Development support to ED, producing timely and accurate proposals and reports to donors
- Ensure that TLT funds and assets are being used for the intended purposes
- Ensure due diligence and impact reporting requirements are met for catch-up coalition proposals, applications and reporting to donors and partners
- Identify and manage service providers building tech and systems for special projects, e.g., monitoring, due diligence, stipend payments, etc.

## **4. Grants Management**

- Review grant proposals and administer grants to partners of TLT's special projects
- Collaborate with national team in co-designing different forms of capacity support to project partners
- Develop a continuous pipeline of potential partners, conduct robust due diligence processes, make grant recommendations and on-board selected organisations
- Maintain a good oversight of organisations and individuals' strength and need areas to assist in identifying skills development and coaching opportunities
- Manage once-off and multi-year grant projections for project partners

## **5. Communication & Advocacy**

- Engage in regular verbal and written communication with all project partners

- Support the team in generating quality external communications and coordinating advocacy campaigns for the sector, including newsletters, research reports, case studies, etc.
- Collaborate with the communications team to ensure timeous event planning and quality knowledge products
- Identify challenges expressed by project partners as well as those that affect learning and teaching in the South African education context for advocacy work
- Represent TLT at key sectoral forums

## 6. MEL, Research and Mapping

- Identify and recommend best practice models for research and collaboration purposes and share with the network of after-school partners
- Develop a data management system and manage its implementation by MEL Officer
- Oversee Monitoring, Evaluation and Learning activities, and manage the MEL officer
- Support sector research and design sector mapping efforts in collaboration with research consultants and other key stakeholders

## Knowledge and Competencies

- An interest in and alignment with TLT's vision and values
- Ability to straddle strategy and implementation
- High level of understanding of the project management cycle
- Good knowledge of education and community development
- Considerable experience with employment programmes
- Proven ability to collaborate and provide support to both team and partners
- Ability to design and improve systems and processes
- Tolerate ambiguity, uncertainty and change in a rapidly growing organisation
- Excellent verbal, written and interpersonal skills
- High degree of emotional intelligence
- Confident, proactive, organised, performance-driven and results orientated

## How to apply

Interested applicants should submit the following by e-mail to [loba@ngorecruit.com](mailto:loba@ngorecruit.com) quoting reference number **NLT002**:

- 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](#).