

Programme Officer – Gauteng

Purpose of job: Lead and implement The Learning Trust's strategy and operational plans within Gauteng

Reporting to: Operations Director

Responsible for:

1) Strategy development:

- Supports the national team in co-developing the organisational strategy, providing regular feedback for refinement and ongoing development.
- Using the organisational strategy, and working in collaboration with the Operations Director, develops and continues to review and refine the operational plan for Gauteng.

KPI:

- Regular feedback on the operational plan of Gauteng on a weekly basis.

2) Implementation of operational plan:

- Coordinating the implementation of the operational plan; monitoring, reviewing and reporting in line with set out administrative processes.

KPI:

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

3) Grants management:

- Develop and maintain good relationships with grantees.
- Collaborate with national team in co-designing different forms of capacity support for the region, ensuring regional team input into the design process.
- Deploy capacity support within region, through one-on-one and group intervention.
- Identify grantee participants for NLP courses and the impact on grantees.
- Manage grant administration/distribution within the region.
- Develop a pipeline of new grantees, identifying opportunities for collaboration and feedback to the national team.
- Bring new grantees on board, as approved together with national team.
- Identify best practice models for research purposes and share with the national team.

KPIs:

- Number and quality of one-on-one and group support with grantees, including timeous submission of intervention reports.
- Timeous distribution of grants.
- Number of new recommended grantees and opportunities for collaboration.
- Timeous and smooth on-boarding of new grantees.
- Number of quality models identified and shared with the team.

4) Building the field:

- Planning quarterly CoP meetings..
- Ensuring adequate representation of TLT's grantees at CoP meetings.
- Development of themes, topics and identifying speakers for the CoP events.
- Identifying opportunities for ongoing capacity support and professional development.
- Coordinating capacity support to TLT grantees – one on one engagements and group

activities.

- Identifying alumni to deliver professional development in partnership with.
- Coordinating all TLT's professional development activities in the region.
- Ensuring the sharing of knowledge generated from professional development activities.

KPI:

- Successful fulfilment of capacity support and professional development activities.
- Number of quality learning briefs generated and distributed.

5) Stakeholder Management and donor relations:

- Communication with all stakeholders in Gauteng.
- Building partnerships with donors, government, grantees and other partners.
- Leading regular updates to stakeholders.
- Coordinating events in the region (Directors Circle, Alumni Circle, CoP, etc).
- in generating regular reports on grantees.
- Generating ideas for possible collaborations.
- Donor relations as required.

KPI:

- Strong partnerships with grantees, donors, government and others.
- Timeous, accurate and relevant reports.

6) Communications and Advocacy:

- Regular communication to grantees and other stakeholders.
- Support the national team in generating external communications to grantees and the sector.
- Support the national team in coordinating advocacy campaigns for the sector.

KPI:

- Clear, relevant, useful and timeous communication.

Competencies:

- Communication Skills – both verbal and written
- Strategic outlook and alignment
- Action and results orientation
- Initiative and a willingness to learn
- Collaboration and teamwork
- Self knowledge and development