

## Job Description & Person Specification

<b>Position:</b>	Stronger Together South Africa Programme Manager – Western Cape	<b>Location:</b>	Stellenbosch, South Africa
<b>Reports to:</b>	Stronger Together UK Programme Manager	<b>Date:</b>	May 2019

### Job Purpose:

To manage a two-year project to tackle forced labour in the agricultural sector in South Africa. Stronger Together South Africa began as a two-year project in May 2017 funded by the UK Home Office, and have been awarded funding to continue the programme for a further two-years building on the engagement, foundation and progress to date with the aim to expand the programme beyond the fruit and wine industries into the wider agricultural sector. The programme encourages businesses across global supply chains to act responsibly; to educate and equip suppliers with knowledge and pragmatic resources; to facilitate a platform for sharing of good practice and a support network to prevent, tackle and remediate forced labour in their operations and supply chains. To ensure the project delivers on targets, on-time, on-budget, in line with the agreements and to the organisational objectives and guidelines.

The Stronger Together South Africa Programme Manager post is based within the office of the programme delivery partner, the Wine and Agricultural Ethical Trade Association (WIETA).

### Duties and Responsibilities:

- 1. Project Management** – To manage the South African part of the project in collaboration with the other Programme Manager, according to the project plan, budget and reporting framework agreed in the grant and partnership agreement. To support the UK-based Programme Manager to implement the global aspects of the project, communicating over phone/Skype, email and international visits. To complete the results framework and risk assessment for the project in conjunction with the UK-based Programme Manager and other SA-based Programme Manager and to ensure safe methods of work. Participate in regular team calls with the UK-based Programme Manager and SA-based Programme Manager.
- 2. Partnerships Development and Management** – To map, grow and maintain relationships with Stronger Together programme delivery partners, stakeholders from businesses, government, and non-profit stakeholders in South Africa and at a global level. This includes the maintenance, growth and facilitation of a South African Businesses Steering Group and a Multi-stakeholder Steering Group. Coordinate the workshop facilitators through regular meetings and feedback sessions related to content and logistics.
- 3. Consultancy and Sub-Contractor Management** - To support the UK-based Programme Manager with recruiting and developing relationships with Service Partners and Consultants to ensure excellent quality and cost-effective service delivery of research, guidance and remediation resources development, impact measurement tools and materials and an end of project evaluation.
- 4. Training Capacity Building** – To work with the UK-based Programme Manager on developing new training workshops including a next-steps and role specific workshop for businesses, and on delivering a train-the trainer programme, building on Stronger Together's training framework and other relevant local knowledge and experience. Work with the UK-based Programme Manager to develop capacity building training for government representatives both face-to-face and an e-learning module. Based on research conducted with labour providers work with relevant stakeholders to develop a relevant training solution. To work with the programme delivery partners

and develop and maintain relationships with other stakeholders to reach and engage the businesses targeted by the programme.

5. **Remedy framework** – To support the SA-based Programme Manager and to facilitate the development of the programme’s remedy framework through facilitation of meetings and training and with provincial and national remedy stakeholders.
6. **Training and Event Management** – To work with and manage the Stronger Together South Africa Project Officer in their role to arrange all logistics and administration for the training workshops and awareness raising roadshows across South Africa. To coordinate the collection and management of all programme data related to programme participants and stakeholders. To coordinate programme events. To coordinate the visits to South Africa by Stronger Together, together with the UK-based Programme Manager.
7. **Monitoring & Evaluation and Reporting** – To implement the monitoring and evaluation framework for the South African part of the project, including management of the South African project budget (with support of WIETA’s Finance Administrator) and monitoring of the South African project budget. To work with the UK-based Programme Manager in coordinating the delivery of a baseline analysis against which impacts and outcomes will be measured. To report to Stronger Together and the Local and the Global Stakeholder Group with clear and timely information. To contribute to quarterly reports for the UK funder. To ensure that reporting requirements for Stronger Together are on time and to a satisfactory standard.
8. **Communication** – To develop and implement communications content and materials regarding the project, with support of the UK-based Communications Manager. To identify and respond to opportunities to promote the programme through trade, local, national or international media. To work with the UK-based Programme Manager /Communications Manager on producing and disseminating research findings and project evaluation reports outside the organisation to share knowledge and good practice across South Africa. To work with the UK-based Programme Manager on the development of a film.
9. **Strategy and Policy Support** – To work with the UK-based Programme Manager and Global Partnerships Manager in developing and delivering long-term strategy and sustainability of the project, and input into rolling out the model in other sectors and countries.
10. **Representation** – To professionally present, represent and advance the position of the project and Stronger Together at various stakeholder meetings and events.
11. **Management** – To manage the Stronger Together South Africa Project Officer
12. To deliver excellent customer service to members and others and undertake assorted tasks as arise from time to time and other reasonable duties and responsibilities as may be required.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	Bachelors degree in business, international development, social science or other related degree	Prince 2 or other project management qualification

<b>Knowledge</b>	<p>An understanding of and connections within the agricultural industry in South Africa</p> <p>An in-depth understanding of labour exploitation and ethical trade</p>	<p>An understanding of working with labour providers and related forced labour/labour exploitation risks</p> <p>An understanding of how international supply chains work</p>
<b>Experience</b>	<p>Minimum of 3 years' experience in project management</p> <p>Experience of working with businesses on ethical business behaviour, either working internally within a business or externally in partnership (e.g. not-for-profit organisation) or on a consultancy basis</p> <p>Experience of working on and establishing a new initiative.</p> <p>Experience of managing project budgets</p>	<p>Experience of working in the agricultural sector</p> <p>Experience of delivering training on ethical trade/labour exploitation to businesses</p> <p>Experience of communicating via Skype/phone and email as part of an international team</p>
<b>Languages</b>	<p>Fluent in English and Afrikaans</p>	
<b>Skills</b>	<p>Organisational; Interpersonal; Communicating and influencing at different levels including senior stakeholders; Excellent management skills including remote supervision; Ability to work independently delivering day-to-day workload with minimal supervision; Financial management; Ability to prioritise and work calmly under pressure</p>	
<b>Attributes</b>	<p>Positive, can-do attitude; Coaching and developing; Attention to detail whilst retaining sight of the bigger picture</p>	
<b>Circumstances</b>	<p>Willing to travel to other regions in South Africa</p>	