



Job Description & Person Specification

Position:	Stronger Together Malawi Project Manager	Location:	Home-based in Malawi; with travel within Malawi and to South Africa as required (Covid-19 dependent)
Reports to:	Stronger Together Global Programme Manager (UK-based)	Date:	July 2021
Contract:	Part-time (0.6 FTE, 21 hours/week), 16 th August 2021 (or as soon as possible) – 31 st March 2022; either fixed term employment or consultancy contract can be considered		

Job Purpose:

Stronger Together supports organisations to tackle hidden labour exploitation and forced labour risks within their operations and supply chains. A business-led, multi-stakeholder and collaborative initiative, we focus on providing support, training and resources that are practical, pragmatic and easy for any business, of any size to understand and use. Originating and headquartered in the UK, we have grown to have a global reach, with a global team across the UK, South Africa and the US, and running projects and programmes with experts across the world.

Stronger Together has an opportunity to pilot a programme in the Malawian agricultural sector, to support businesses to act responsibly; to educate and equip growers, exporters and labour providers with knowledge and pragmatic resources; to facilitate a platform for sharing of good practice across the global supply chain and a support network to detect, deter and deal with forced labour in their operations and supply chains.

The purpose of this role is to manage the strategic and operational delivery of the Stronger Together Malawi pilot programme from (ideally) 16th August 2021 to 31st March 2022. This includes providing day-to-day management, oversight, strategic input, and help to administer, manage and deliver the programme. In this role you will engage and develop positive and collaborative working relationships with key stakeholders including Malawian businesses, their international buyers, industry bodies and commodity organisations, worker representatives and civil society/NGO's working in Malawi on human trafficking/forced and bonded labour. The stakeholder engagement will support effective programme delivery including engaging Malawian agri-businesses in our training and tools. To deliver, enhance and promote training workshops, guidance resources and bespoke services across the Malawian business sector.

To work with the UK-based Stronger Together Global Programme Manager to ensure the project delivers on targets, on-time, on-budget, in line with the agreed funded deliverables and organisational objectives and guidelines. To work on business development to support the ongoing sustainability of the programme beyond March 2022 by identifying opportunities and building relationships to further the programme goals and aims and generating a value proposition. To build relationships and work successfully with all partners.

Please note that this is a fixed-term contract until 31st March 2022 for a part-time position. The Stronger Together Malawi Project Manager post is home-based.



Duties and Responsibilities:

- 1. Project Management** – To manage the Malawian part of the programme, according to the project plan, budget and reporting requirements and development goals work with support from the UK-based Stronger Together Programme Manager. To work with and support the UK-based Programme Manager to implement the global aspects of the project, communicating over phone/Skype and email. To meet the reporting requirements and to ensure safe methods of work. Participate in regular team calls with the UK-based Programme Manager and with South Africa – based team. Work effectively with the programme's Administrative Partner.
- 2. Partnerships Development and Management** – To map, grow and maintain new and existing relationships with stakeholders from businesses, trade associations and bodies, third-sector and government in Malawi, and where relevant, international stakeholders (e.g., international buyers) to gain their participation in the programme. This includes the (co-)facilitation of business leader engagement sessions and organising business training workshops.
- 3. Guidance and Resources Development-** To develop a contextualised country and sector-specific toolkit (based on the Stroger Together South Africa toolkit for agri-businesses) to support Malawian agri-businesses to detect, deter and deal with forced labour in their business and supply chains by providing clear information and practical steps including response and remedy for potential victims. To manage the development of worker awareness materials in relevant languages to enable businesses to inform workers about the risks of forced labour and how to report concerns. To develop the sector specific introduction workshop (based on the south Africa Detecting, Deterring and Dealing with Forced Labour) for Malawi agri-businesses.
- 4. Training Development, Delivery and Management**– To develop the sector specific business leaders session (based on South Africa Business Leaders session) and introduction workshop (based on the South Africa Detecting, Deterring and Dealing with Forced Labour) for Malawi agri-businesses. To plan, arrange and coordinate (with administrative support from the South Africa-based Project Officer) the effective delivery of capacity building training workshops (including business leaders sessions and introduction workshops) both face-to-face and online. To deliver (a minimum of 2) business-leader sessions and (a minimum of 4) capacity-building training workshops online and face-to-face. To develop and maintain relationships with other stakeholders to reach and engage the businesses targeted by the programme.
- 5. Monitoring & Evaluation and Reporting** – To assist in gathering the relevant information for the completion of the programme reporting in liaison with the Project Officer. To ensure that reporting requirements for Stronger Together are on time and to a satisfactory standard.
- 6. Communication** – To assist with the development and dissemination of communications content and materials regarding the programme, via the Stronger Together network and partners' networks.. To produce programme newsletters, content for website updates/programme resources, social media, external information, and promote the programme and share knowledge and good practice across Malawi, South Africa and internationally. To identify and follow up on opportunities for speaking engagements.
- 7. Strategy and Policy Support** – To work with the UK Programme Manager and Managing Director in developing and delivering long-term strategy and sustainability of the Malawi programme(s) and wider global opportunities.



8. **Representation** – To professionally present, represent and advance the position of the project and Stronger Together at various stakeholder meetings and events.
9. 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
Qualifications	Bachelor's degree in business, international development, social science or other related degree / or equivalent work experience	Prince 2 or other project management qualification
Knowledge	<p>A good understanding of and good connections within the agricultural industry in Malawi</p> <p>A good understanding of labour exploitation and ethical trade</p>	<p>An understanding of labour exploitation remediation frameworks and landscape in Malawi</p> <p>An understanding of how international supply chains work</p>
Experience	<p>Experience in business engagement/developing and managing private sector relations</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>Minimum of 3 years' experience in project management</p> <p>Experience of working on and establishing a new initiative</p> <p>Experience of developing and delivering training on modern slavery/ethical labour practices/ethical sourcing to businesses</p>	<p>Experience of working in the Malawian agricultural sector</p> <p>Experience of working with government</p> <p>Experience of communicating via Skype/phone and email as part of an international team</p> <p>Experience of managing project budgets and reporting frameworks</p>
Languages	Fluent in English	Fluent in other Malawian languages (e.g., Chichewa, Tumbuka)

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Skills	Organisational; Interpersonal; Communicating and influencing at different levels including senior stakeholders; Excellent management skills; Ability to work independently delivering day-to-day workload with minimal supervision; Financial management; Ability to prioritise and work calmly under pressure; Ability to problem—solve; Proficient in Microsoft Office (Outlook, Word, Excel) and in using online meeting and sharing software such as Google docs, Teams, Zoom etc.	
Attributes	Positive, can-do attitude; Attention to detail whilst retaining sight of the bigger picture; To use initiative and be a self-starter.	
Circumstances	Willing to travel to other regions in Malawi and internationally Ability and equipped with necessary technology to work from home.	