

Job Description:

Programme Officer (Sustainability)

A. Job Specification

- Job purpose:**
1. The purpose of the job is to ensure that the sustainability strategy of the RAITH Foundation is effectively managed and implemented.
 2. The Programme Officer (PO) will be responsible for the development, implementation and monitoring of institutional development plans, grants and contracts to improve grantees sustainability
 3. He/she will be responsible for the development, implementation and documentation of all sector and internal learning
 4. This is a programme appointment that will report to the Foundation's Strategy Director and assist in the achievement of RAITH's programme and grantmaking strategy.

- General attributes required:**
5. The PO should have at least a higher degree in a relevant discipline
 6. The PO should have a minimum of 5-7 years' experience in institutional development and learning
 7. He/she should be familiar with the Foundation's areas of focus and have experience relevant to institutional and grantmaking support
 8. He/she should have excellent organisational and communication skills with a demonstrated track record of consistently meeting deadlines and the ability to produce reports.
 9. Responsiveness, flexibility and ability to work under pressure are essential attributes.
 10. Experience in working successfully as part of a small team is essential.

- Specific attributes required:**
11. The PO should have a background in sustainability and learning processes
 12. The PO have experience of grantmaking and monitoring
 13. The PO should have excellent analytical and writing skills experience in project monitoring.

B. Job Description

Job title:	Programme Officer (Sustainability)	
Reports to:	Strategy Director	
Purpose of the job:	<p>The purpose of this position is to:</p> <ul style="list-style-type: none"> Design, manage and implement the Foundation’s sustainability programme, through grantee support and sectoral/internal learning 	
Supervises:		
Responsibilities: Outcomes (Key Performance Areas)	Activities:	Performance Measure / Performance standard
<p>RF Sustainability strategy development & improvement 15%</p>	<p>Sustainability strategy</p> <ul style="list-style-type: none"> With assistance from Strategy Director, design the RAITH sector sustainability strategy Keep up to date on and share best practice on sustainability with programme team at quarterly reflection meetings Monitor and document progress against sustainability strategy Provide data for annual strategic review and planning sessions (may include development of strategic learning briefs & synthesis grantee progress for report to Board) <p>Research management and coordination</p> <p>Assist the Strategy Director with the implementation and coordinate RAITH’s annual research programme</p> <ul style="list-style-type: none"> Write synopsis of previous year’s research Identify research priorities Draft ToR 	<ul style="list-style-type: none"> Enhanced understanding of sustainability internally RAITH’s approach to sustainability is regularly reviewed and updated Progress reports on sustainability work A minimum of two Learning Briefs developed each year (should be evidence-based and communicate RAITH’s experience and learning to others active in similar fields). <p>Summary research reports and proposals developed for review and approval Research dissemination successfully rolled out</p>

	<ul style="list-style-type: none"> • Identify appropriate research service providers • Finalise contracts in consultation with the Prog Admin • Contract management • Develop plan and manage research dissemination, where necessary 	
<p>Grantee sustainability The Foundation's sustainability strategy is effectively supported and implemented 60%</p>	<p>Institutional Strengthening</p> <ul style="list-style-type: none"> • Conduct institutional assessments with all new grantees • Develop institutional strengthening targets and plans (annual & 3 year) with each grantee • Plan and coordinate institutional development interventions for grantees (joint & individual organisational interventions) • Draft budgets for the implementation of the plans with the Programme Administrator for inclusion in annual budget • Ensure proper documentation of all institutional strengthening sessions: keep track of the attendance, training reports, evaluations • Document on Fluxx • Develop a database/list of appropriately qualified consultants in the field of institutional strengthening <p>Brown Bag Sessions</p> <ul style="list-style-type: none"> • In consultation with Strategy Director, organise grantee speakers for brown bag sessions • Manage the logistics necessary for the session whether by zoom or f2f (catering, register etc) • Write up brief report of brown bag sessions, focusing on discussion and outcomes 	<ul style="list-style-type: none"> • Institutional assessment reports and plans available • Consultants contracted to provide TA to grantees as required. • Progress documented on fluxx • RAITH's grantees report that they have found the Foundation supportive of their work. • Regularly updated list/database maintained <ul style="list-style-type: none"> • Minimum of 4 x brown bag sessions per year effectively organised with wide variety of grantees/issues • Reports available in hard copy and on internal website

	<p>National Convening In consultation with the programme team, coordinate all aspects of national convening including:</p> <ul style="list-style-type: none"> • Setting and saving date • Developing agenda • Organising speakers • Arranging facilitator and rapporteur where necessary • Managing all logistics with the PA <p>Monitoring Visits Participate in all grantee annual monitoring visits to:</p> <ul style="list-style-type: none"> • Assess progress on institutional strengthening targets • Write up report section on institutional strengthening progress • Draft minutes of meetings for submission to the Strategy Director for final review, in time for board meetings • Identify and source vignettes from a range of grantees to support internal and sector learning 	<p>Grantees report convening was useful and well organised</p> <ul style="list-style-type: none"> • Institutional baselines conducted • Institutional improvement plans developed where necessary • Institutional status updates completed as part of monitoring reports • Minutes of monitoring meetings on all grantees in a given period, are drafted for submission to the Strategy Director on time
<p>Sectoral sustainability The Foundation’s Sectoral sustainability strategy is effectively supported and implemented 20%</p>	<p>Strategy development</p> <ul style="list-style-type: none"> • Plan (with programme team) and organise all quarterly strategy sessions with external speakers, relevant to improvement programme strategy and learning in the area of social justice. • Manage strategy sessions – either by zoom or f2f (catering, attendance register etc) • Document strategy sessions <p>Grant-making</p> <ul style="list-style-type: none"> • Identify potential new grantees for institutional grants to support their sustainability or the sustainability of the sector more broadly 	<ul style="list-style-type: none"> • Minimum of 4 strategy sessions conducted successfully according to plan • Relevant contributions are made in the development of the Foundation’s and sector strategy

	<ul style="list-style-type: none"> • Motivate and recommend grantees for institutional grants to team • Process applications with assistant from team 	
Personal Development Efforts are made to deepen own skills 5%	Planning & Reporting: <ul style="list-style-type: none"> • Set performance plan and incentives objectives and contribute to the integrated annual programme workplan in consultation with the Strategy Director. • Prepare and submit 6 monthly progress reports against objectives. 	<ul style="list-style-type: none"> • Clearly defined, realistic & well-structured objectives and workplan are approved by the Strategy Director. • Performance is reviewed against set objectives every 6 months.
	<ul style="list-style-type: none"> • Identify and undertake activities that will deepen own skills and enhance own performance 	Relevant activities are successfully identified in consultation with the Strategy Director and completed.

Interested candidates must send a motivation letter highlighting your suitability to the role and an updated CV to maresa@maraisbutton.co.za

Contact will only be made with shortlisted candidates.