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PLAY AFRICA

Programme Manager

We're hiring a people-oriented, hands-on manager of our "Bridges of Peace" Programme, strengthening social cohesion through empowering cross-cultural dialogue and play

This is a Johannesburg-based contract position, for 6 months from 15 April - 15 September 2022, with the possibility of extension based on available funding. Salary is negotiable and based on experience.

Join our small, dynamic team as a postiive, results-driven Programme Manager overseeing all aspects of our "Bridges of Peace" programme. We are looking for an upbeat leader who is strong on planning and execution, attention to detail, and passionate about education at Foundation/Intermediate Phase (7-12 year old children). Your ability to work independently from sites across Soweto, Alexandra and Johannesburg's inner city, and coordinate multiple activities and stakeholders, will be critical to the success of the project. The programme is fully developed and your role is to ensure programme excellence and maximum developmental impact, through the implementation, monitoring and evaluation of the programme four communities in Johannesburg. This programme has been funded by the Solidarity Fund with a focus on conflict resolution and peace-building activities and social cohesion activities related to gender, race, and/or ethnicity.

KEY RESPONSIBILITIES

As programme manager, you will direct a team of three senior play and learning facilitators and work closely with 16 community partners to ensure more than 3,000 children more than 100 community workshops promoting ubuntu, empathy and kindness, using play and dialogue to address issues of xenophobia, bullying and violence.

Traveling Exhibition and Programme

- coordinate with community partners supporting children in Alexandra, Soweto, Johannesburg's inner city (Hillbrow/Jeppestown) and Mayfair/Brixton;
- secure agreements with 16 participating schools and programme partners, outlining expectations and conditions of participation;
- develop a strategy to ensure the best possible attendance by children (and ideally families and educators) in the workshops;
- manage the installation/set-up/security/break-down of the Bridges of Peace exhibition and programme materials;
- be on-site, on the ground, and doing everything required to ensure the community/school sites are appropriate and prepared on the days of the programme;
- coordinate with volunteers on the ground to ensure they are able to execute their duties;

- ensure more than 3,000 children experience the wonder of science in small groups while adhering to COVID-19 safety protocols;
- coordinate the training and oversight of a team of 3+ play and learning facilitators, and additional volunteers, to support children's learning and play, and assist with tasks on the ground, where required;
- select and train competent and reliable volunteers to record contact details and conduct interviews with families, teachers and participants;
- promote Play Africa and our values to the guests and visitors during the programme, making people feel welcome and assisting with their needs.

General

- Daily programme management throughout;
- Planning the overall programme and monitoring the progress daily;
- Managing the programme budget;
- Ensuring excellence in execution throughout the programme;
- Managing risks as they arise and taking corrective measurements;
- Coordinating the projects and their interdependencies;
- Working with the CEO/PR team on all marketing and social media related to the project;
- Overseeing the monitoring and evaluation approach, ensuring deliverables/outputs are aligned to programme objectives, and using quantitative and qualitative data to measure impact;
- Creating monthly status reports, the mid-term impact report, and the final impact report.

SKILLS AND COMPETENCIES

- Outstanding programme management and project management skills, with positive attitude;
- Direct experience launching and leading new programmes within budget;
- Ability to quickly understand wider objectives of the programme and how to juggle multiple projects simultaneously to achieve the programme objectives;
- Excellent written / verbal communication skills in English; additional South African language skills advantageous;
- Ability to work positively and communicate professionally with all stakeholders;
- Strong leadership skills, ability to motivate and command respect;
- Unshakable personal integrity;
- Independent, self-motivated, with energy and drive, excellent judgment; and readiness to take full ownership of work streams in an entrepreneurial non-profit organisation;
- Readiness to work independently in complex, uncertain environments;
- Creative thinker with a "get things done" mindset, who can quickly adapt to new ideas and respond appropriately;
- Problem-solver who likes to "cross things off the list" and get it done!

MINIMUM ROLE REQUIREMENTS

- Matric (essential); bachelor's or master's degree in education, business, sciences or nonprofit leadership is preferred;
- Minimum 2 years' success as programme manager or other critical management / business consulting experience, with track record of leading complex, new programmes or launching new products;
- Competence and confidence to engage with senior scientists and academics, corporate leaders, government officials, educators and children;

- Excellent knowledge of MS Office, Google Docs/Sheets/Forms;
- Commitment to travel independently to community sites in Alexandra, Soweto, Johannesburg's inner city and Mayfair/Brixton, either with own vehicle and valid driver's license, or willingness to independently rely on public transport.

TO APPLY:

Please send your CV and covering letter to Natasha at info@charthr.co.za. Applications will be assessed on a rolling basis so kindly submit your application as soon as possible, explaining why you would be suitable for this role.

ABOUT PLAY AFRICA

As South Africa's first dedicated "children's museum," Play Africa (playafrica.org.za) is dedicated to unlocking the power of education for all children, offering hands-on and play-based learning experiences that change lives.

Play Africa creates learning environments that are vibrant, fun and inclusive, and dedicated to providing powerful learning enrichment and foundational early childhood development skills to children and families. We are part of a global movement that believes in the power of play and experiential, hands-on learning.