

act:onaid Job Description and Person Specification

Job Title:	Programme Coordinator – Land and Resilient Livelihoods		
Unit	Programmes and Strategy Unit	Job Family:	Programmes
Reports to:	Programme Manager – Resilient Livelihoods and Emergencies	Grade:	E
Location:	Nairobi, Kenya		
Direct Reports:	None		
Job Role			
Role Overview:	<p>The holder of the position shall be responsible for coordination of AAIK's programmes on Land and Resilient Livelihoods and its intersectionality. S/he is responsible for leading delivery of high quality, innovative, programmes linking development – climate change – peace nexus resulting in immediate and lasting change for communities living in poverty and exclusion.</p> <p>The role will involve developing and maintaining excellent collaborative relationships with the various sectoral partners and develop policy and campaign initiatives to influence positive transformative change in the communities. The Program Coordinator will support planning and coordination of program activities, ensure timely implementation and reporting of projects.</p>		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities		
Values Practice & Strategy Change Priorities	<ul style="list-style-type: none"> • Leading Innovation and Change – cultivate a culture of continuous improvement. • Feminist Leadership – Championing feminist leadership principles and values. • Child protection and safeguarding – Ensure AAIK and sector's approach to child protection and Safeguarding is embedded in all initiatives. • AAIK Values Practice – Ensure a personal and team culture that demonstrates all of AAI's values. 		
Organisational and Corporate Development	<ul style="list-style-type: none"> • Contribute to the development and achievement of the AAIK's strategic objectives. • Keep the other members of the AAIK informed on the evolvement of the program including progress, status, and lessons. • Ensure compliance & stay current with international, regional, and local legal requirements in the programme respective areas. 		
Programme delivery and Management	<ul style="list-style-type: none"> • Participate in the development, implementation, and review of the AAIK's strategic objectives, country strategy and thematic programme plans. • Support the development and implementation of policy, campaign, and program frameworks on land and resilient livelihoods linking development-climate change- peace. • Provide expert technical advice and support on land and resilient livelihoods building to staff and partners across the programme, and externally as required, ensuring resilience is mainstreamed across all thematic and programmatic areas of ActionAid Kenya's programmes. • Oversee implementation of multi-country programs and projects, servicing accountabilities across levels • Supporting partner management – designing of capacity building tools, partner assessments and selection, partner capacity strengthening, oversee partner program delivery, building collectives and movements. • Lead in strengthening resilience of livelihoods and economic empowerment of vulnerable communities through training, coaching, mentoring, and linkage creation to facilitate participation in agricultural and mineral value chains including adoption of sustainable practices such as village savings and loaning associations. 		

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	<ul style="list-style-type: none"> • Representing AAIK at strategic platforms to advance AAIK interests/politics/agenda including building strong networks and collaborations to further develop internal and external expertise and positioning on resilience. • Support coordination of research, studies, evidence gathering, and stories of change on land and resilient livelihoods. • Support in resourcing of the land and resilient livelihoods programme work by leading response to Call for Proposals. • Lead development of plans and budgets on land and resilient livelihoods, facilitate execution, and spending, and tracking of progress. • Management of staff under reporting to the position including appraisals and capacity development • Support establishment and strengthening of movements to campaign for land rights agenda and adoption of climate resilient sustainable agriculture. • Support with mobilization and capacity enhancement to the women and young people on land value chain, resilient livelihoods, and climate justice • Support in gathering and reporting of time critical/information/data/ updates and attend to information requests that can come from different stakeholders (external and internal).
Stakeholder management	<ul style="list-style-type: none"> • Coordinate the establishment of a multi-stakeholder platform for convening dialogue between stakeholders in the sector. • Attend relevant coordination meetings at local, national, and regional levels to advance objectives of the programme. • Lead in establishing, building, and maintaining strong partnerships with proponents and stakeholders. • In liaison with communication, keep stakeholders informed on the progress of the programme.
Policy Analysis, Representation and Advocacy	<ul style="list-style-type: none"> • Support policy analysis initiatives to identify gaps and opportunities to inform advocacy interventions. • Support the development of policy advocacy materials including policy briefs and position papers and their dissemination to influence policy. • Attend and actively participate in relevant policy dialogue meetings at county, national and international levels to advance AAIK politics in policy frameworks.
Resource Mobilisation and communication	<ul style="list-style-type: none"> • Participate in the development of context-based concept notes and proposals for fundraising. • Support fundraising team on developing and maintaining contacts with potential donors, partners, and key technical agencies. • Collect data from the fields that reflects community priorities and government policies for new programming opportunities.
Program Quality, Monitoring and Evaluation	<ul style="list-style-type: none"> • Participate and contribute to the development and rollout of tools for improving program quality and compliance (assessment tools, programme quality tools, etc.). • Support the preparation of quality reports of the programme and their timely submission. • Work with the MEAL team to undertake regular documentation of stories of significant change on the programme for shared learning.
Other Duties	<ul style="list-style-type: none"> • Participate actively in Programmes and Strategy meetings, planning and review activities. • Participate in donor visit to project(s) within AAIK, as may be required. • Perform other functions that will be assigned by the Line Manager or Executive Director from time to time.
Typical People Management Responsibility	
Approximate number of people managed in total	3 Project staff
Matrix Manager – (projects/dotted line)	No
Team Leader	No

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Manager of Team Leaders/Managers		No
What is the global remit? Operates in:		
Own country		Yes
Key Relationships to reach solutions		
Internal (to ActionAid or team)		External
Country Senior Management Team		Partner Organizations, County and National Government officers
Peer		Programme Coordinators
GS staff		PAGE
Executive Director		
Person Specification		
Education & Certifications	A bachelor's degree in social sciences, agriculture, policy development or its equivalent from a recognized University	
Experience	<p>Appointment to the position will be made from persons who have:</p> <ul style="list-style-type: none"> • Five (5) years minimum working experience in the land, and livelihoods sector. • At least 3 years' experience in project management • Experience in community mobilization and engagement with government and other key development players • Experience in policy and campaign and local, national, and global level • Experience working with women groups and persons with disabilities is desirable 	
Essential knowledge and skills	<ul style="list-style-type: none"> • Excellent knowledge of the land sector reform agenda in the country. • Good understanding of development-climate change-peace nexus. • Excellent negotiation and communication skills, including demonstrated ability to handle sensitive negotiations. • Ability to maintain donor relationship and accountability in line with funding policies and standards. • Strong leadership and management skills • Excellent planning and prioritization skills • Strong analytical/problem solving, and management of crisis, conflict, and risk. • A good understanding of human rights, women's rights, socio-economic justice • A strong commitment to adhering to and promoting AAIK's approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk). • Excellent conceptual, analytical, documentation and presentation skills • Excellent skills in facilitation and capacity building for inter-linkages amongst staff, partners & stakeholders • High degree of integrity, dependability, and confidentiality • Good interpersonal and communication skills coupled with ability to influence, negotiate, advice, mentor, and train • Ability to work independently and be self-motivated 	
Desirable Knowledge and Experience	<ul style="list-style-type: none"> • Programme implementation and project management is preferred 	
Competency Profile		
Leading organisation	Strategic perspective	Demonstrate alignment of the goals and objectives of the project to relevant strategic objective(s) and mission areas of the organisation
	Change management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening, and building commitment.

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	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment.
Leading others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationship	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities