



**Organisation:** Raising Futures Kenya

**Role:** Deputy UK Director

**Salary:** £32-36k pro rata depending on qualifications and experience

**Hours:** Part time 3-4 days or equivalent flexible hours with potential to develop to full time

**Location:** Remote working/home-based within reasonable travelling distance of our Sheffield office.

### **About Raising Futures Kenya**

Raising Futures Kenya was founded in 2001 and was formerly known as Vision Africa Give a Child a Future. For almost two decades we have worked in close partnership with a Kenyan NGO and CBOs to deliver education and training programmes in Kenya that ensure dignity, opportunity and hope to vulnerable children and young people.

We currently have three areas of work:

**Vocational training centres for vulnerable young people:** In Kenya, 1 in 5 young people aged 15-24 years who are available and seeking employment are currently unemployed. Young people who are unemployed are often exposed to high risk situations including early marriage, prostitution, criminal activity and extreme poverty. Our vocational training centres provide skills training in a range of areas including fashion and dressmaking, mechanics and hair and beauty.

We also support our young people with personal guidance, counselling and business support so they are fully able to enter the world of work and secure their futures.

## **Specialist education and physical therapies for children and young people with disabilities:**

Across Kenya, there is a culture stigma and discrimination against children with disabilities. Disabled children rarely attend school, many are hidden from public view at home or in some very sad cases, neglected and abused.

We work closely with two specialist schools to provide specialist education, physical therapies, nutrition and personal care support to children with complex physical and educational disabilities.

**Family strengthening:** The families we work with in Kenya know exactly what they need to be able to support themselves and their children, it's our role to help them make it happen. We work with families to build sustainable futures that mean households can generate regular income to provide for basic needs such as nutritious food, clean water, education and medical costs.

## **Purpose of the role**

- 1 We are looking for an experienced nonprofit sector professional with a broad range of experience and capabilities to support the organisation during an exciting period of growth and transition.
- 2 You will work as part of a small team of two part time staff in the UK to meet or exceed ambitious fundraising targets focusing on individual giving and small grants.
- 3 You will work closely with our Treasurer to support the good financial management of the charity.

## **Responsibilities**

### *Leadership*

- Work together with the UK Director to provide strong, effective leadership and management of all the charities activities – as a leader of a small organisation with limited staff capacity you'll need to be good at managing multiple activities simultaneously.

### *Fundraising and communication*

- Creation and implementation of diverse fundraising and communications strategy together with the UK Director and UK Trustees.
- Particular responsibility for:
  - Individual giving (regular donors, campaigns, events)
  - Small grant fundraising (less than £5,000)
  - Working with volunteers to manage social media and email communications
- Ensure effective liaison, communication and collaboration with our partner NGO to gather content to support fundraising and communications.
- Manage our Customer Relationship Management (CRM) system and ensure all donor data is up to date

### *Financial management*

- Work closely with the Chair of Trustees, Treasurer and other staff and volunteers to ensure good financial management of the charity.
- Work with our Treasurer and our partner NGO to create and closely monitor budgets.
- Work with our Treasurer to closely monitor expenditure and income using our accounting software, Xero.

### *Administration and Organisational Development*

- Work with the UK Director to ensure the charity is effectively and efficiently administered, complying with the appropriate Charity Commission guidelines and other guidance and regulations, such as GDPR.
- Develop and maintain an active risk management approach throughout the charity and its projects. Escalate risks to the Trustees in line with their expectations and agreed risk profile.
- Make excellent use of volunteers and pro-bono experts to support workload.
- Build the reputation of the charity as a sector leader in a range of areas from quality programme delivery to use of innovative digital.
- Liaise with the UK Board towards good governance.

## Person specification

Experience
<p>Essential:</p> <ul style="list-style-type: none"><li>• Minimum 5 years experience working within the voluntary sector, including some experience of leadership or management.</li><li>• A strong track record of delivering income growth through fundraising.</li><li>• Confident in financial management.</li></ul> <p>Desirable:</p> <ul style="list-style-type: none"><li>• Experience working within an international development environment, specifically in East Africa.</li><li>• Experience of developing organisational strategies.</li><li>• Experience working within the small charity sector.</li><li>• Experience of managing volunteers.</li><li>• Experience of working independently/remote working.</li><li>• Experience of using the accounting software, Xero.</li></ul>
Qualifications/Education/Training
<p>Essential:</p> <ul style="list-style-type: none"><li>• A relevant degree or demonstrable professional experience in which the skills, knowledge and learning are transferable to this role.</li></ul> <p>Desirable:</p> <ul style="list-style-type: none"><li>• A relevant postgraduate degree or qualification (e.g. Masters in NGO Management, International Development, CIM or IoF qualification)</li></ul>
Skills
<p>Essential:</p> <ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills.</li><li>• Financial management skills, including creation and management of budgets.</li><li>• Ability to multitask and prioritise.</li><li>• Ability to make difficult decisions and provide rationales for decision-making.</li><li>• Internal motivation and self-management.</li><li>• Ability to identify and capitalise income generation and partnership opportunities.</li><li>• Excellent networking skills and ability to motivate and mobilise teams of people remotely.</li><li>• Delivering on objectives to agreed timescales.</li><li>• Excellent problem solving and future planning skills.</li></ul> <p>Desirable:</p>

- Project management skills, including report writing, financial monitoring and evaluation.
- Grant writing experience.

#### Personal Qualities

- A transformational leader.
- Passionate about equality and sustainable development.
- Compassionate.
- Opportunistic and entrepreneurial.
- Exceptionally good at relationship building and working with others.
- Understanding of the needs of a small charity and willingness to carry out both basic administrative work, and more high-level strategic tasks.
- Able to motivate and inspire remote teams, from staff and volunteers to supporters and potential donors.
- Positive, resilient and supportive.

Other factors: Ability to work out of hours occasionally and attend evening meetings. Ideally a driving license and access to a vehicle for work purposes.

To apply for this post please submit an up to date CV and a detailed cover letter responding to the role description and person specification to our UK Director, Vic Hancock Fell [vic@raisingfutureskenya.org.uk](mailto:vic@raisingfutureskenya.org.uk) by noon on 7<sup>th</sup> May.

If you would like an informal chat about this role or have any questions, we would welcome the opportunity to talk with you.