



Role Description Central America Regional Coordinator

Outline

This is an exciting opportunity for an experienced project manager and all-rounder to shape Teach A Man To Fish's work in the Central and Latin America region, by forging new partnerships and creating additional income streams.

This role is particularly suited for somebody who loves to not only create new opportunities but also oversee and carry out implementation activities in a variety of countries. Apart from managing two current projects and partnerships with other organisations and the government, the Regional Coordinator will scope new opportunities within Guatemala, Honduras and other key countries of operation.

You will contribute to shaping our regional strategy and with your excellent networking skills be able to build up new partnerships and generate funding opportunities. You are excited at the prospect of travelling extensively, representing Teach A Man To Fish in the national, regional and international context and will have the opportunity to live in at least two of our countries of operation. The first 6 months will be spent in our regional office in Managua, Nicaragua*, prior to relocating to one of our other countries of operation.

Organisational background

At Teach A Man To Fish our mission is to address global youth unemployment and poverty by providing practical, relevant education to young people in developing countries. We support schools to set up school businesses which provide hands-on training and experience for pupils. This boosts quality of education and employability - bridging the gap between education and the workplace - so that students leave school with the right skills to get a good job or run their own successful business.

We are a small organisation with big reach - since 2006 we have brought the pioneering School-Business model to more than 100 countries, reaching over 80,000 beneficiaries and supporting them to reach their full potential in work and in life.

Project Background

We have been working in Central America for 8 years with a field presence in Nicaragua since 2009 and in Honduras since 2016. We are currently running two projects in the region: **September 2016 – December 2018: Spreading Entrepreneurship Education in Central and Latin America (SEECLA)** has supported schools, partner organisations and government in Guatemala, Honduras and Nicaragua to plan and implement school businesses through their participation in the School Enterprise Challenge (Concurso Escuela Emprendedora). This project is being managed out of the Nicaragua regional office and one Honduras Project Officer based in Tegucigalpa.

Since June 2018: SEC Nicaragua aims to support a total of 165 schools directly or via partner organisations in the planning and implementation of school business. This project is currently carried out by 2 staff members based in Nicaragua, with one more consultant and an Administrative Assistant to be recruited later in the year.

We are looking to spread our flagship programme, the **School Enterprise Challenge**, to any other country in the region, by supporting partner organisations remotely; this is currently

the case in Paraguay, Mexico and El Salvador, with Mexico and Colombia being our main target countries.

Responsibilities

1. Project Design & Management

- Oversee the implementation of SEC Nicaragua and SEECLA to ensure project objectives are met.
- Oversee the Nicaragua Senior Project Officer's programme planning, implementation, financial recording and progress reporting for SEC Nicaragua in line with the budget and workplan.
- Be responsible for programme planning, implementation and final reporting for SEECLA.
- Oversee the management of the regional budget and accurate financial record keeping.
- Support the UK team in writing donor reports.
- Work closely with the Head of Programmes & Impact and other key UK staff to design projects in the region.
- Carry out project-related activities (e.g. training workshops, supportive school visits) when necessary.
- Oversee Monitoring and Evaluation activities carried out by the Central America team and ensure its alignment with donor commitments and TAMTF's Theory of Change.

2. Business Development & Fundraising

- Generate in-country and regional funding opportunities and steward these contacts (trusts, foundations, corporate funding).
- Write Spanish-language fundraising proposals for current and future projects.
- Work closely with the UK Fundraising team to write English-language fundraising proposals for current and future projects.
- Scope other income generating streams, including Consultancy and Technical Assistance opportunities on the topics of financial sustainability and school business planning/implementation for schools and organisations in the region.
- Create Consultancy programs, proposals and budgets.
- Create and carry out Consultancy and Technical Assistance programs for organisations and schools in the region.

3. Regional Outreach & Communications

- Steward government partnerships in Guatemala and Honduras.
- Steward current partnerships and existing contacts for potential partnerships in Guatemala, Honduras and other Central and Latin American countries.
- Develop new contacts for operational and promotional partnerships with NGOs, companies and governments.
- Grow visibility of Teach A Man To Fish projects in the region by working with the press and other media outlets (social media, radio, online and print newspapers).
- Lead on the creation of communication and marketing material for the region.
- Represent Teach A Man To Fish and our projects in local, regional and international networks, events and conferences.

Person Specification

The successful candidate will have the following qualifications, skills and experience:

Essential

- At least 2 years' experience of managing and fundraising for development projects in Central America, particularly in connection with entrepreneurship and education
- Have excellent knowledge of the Central America region and a network of contacts, through living and working in the region for at least 3 years. Contacts in the education sector and government would be particularly advantageous.
- If not a citizen of Nicaragua, Guatemala or Honduras have a valid work permit for any of the three countries
- Have previously managed a project throughout its entire cycle, including writing budgets and keeping financial records
- An undergraduate degree, preferably in International Development, Business Administration, Education
- Have exceptional Spanish and English skills – both written and spoken - with the ability to write high quality narrative reports as well as upbeat social media entries
- Excellent communication skills: be an engaging, persuasive and clear communicator with the confidence to represent Teach A Man To Fish in front of potential partner organizations and government bodies
- Strong organizational skills and the ability to multitask
- A proven ability to work independently with minimal supervision, but also be a team player
- Strong IT skills (familiarity with Microsoft Office package, Google Suite, social media)
- Evidence of a 'can do' attitude, highly motivated, outgoing
- An ability to influence and facilitate people changing and adapting the way they do things
- Highly flexible, with the disposition to take on ad-hoc tasks
- Excited to spend 6 months in Nicaragua and then relocate to a yet undisclosed part of the region
- Disposition to travel to other Latin American countries (approx. 2 weeks per travel)
- Use of own laptop for work purposes during the probation period
- Disposition to work from home or without an established office

Desirable

- Experience working with young people
- Experience in creating and giving engaging workshops
- Knowledge of Salesforce or other data management systems
- Have a track record of funding secured for prior projects
- Experience working in small teams and remotely with colleagues based in different time zones
- Drivers' license

Contract Type: Fixed-term Consultancy Contract

Duration: 10th of September 2018 to 9th of September 2019 (6 month probation period subject to performance the contract will be extended)

Fee: \$ 21,000 (to be paid in 12 instalments of \$1,750)

Teach A Man To Fish UK Limited – JD Central America Regional Coordinator

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- Hours:** approx. 40 per week (5 day working week)
- Setting:** 6-month induction period in Managua, Nicaragua
subsequent relocation within the region - with frequent travel (33%) on the national and regional level
- Benefits:** 20 days annual leave (pro rata), plus national holidays, travel insurance if travelling outside of country of deployment for work purposes

Please note that the contract is on consultancy basis, this means that the candidate is responsible for paying tax and signing up for national social security.

**Personal safety is our top priority, so we are closely monitoring the ongoing crisis in Nicaragua, and are prepared to take appropriate action in the case of further deterioration. This would include relocating our staff within the region.*

Application Procedure

To apply for this role, please send a CV and a covering letter (max 2 pages) to christine@teachamantofish.org.uk. Please detail why you are interested in this role and how your relevant experience and skills match this person specification. If your native language is Spanish, please send your application in English, if English is your native language please send it in Spanish.

Deadline: Sunday, 5th of August 2018 at midnight Central American time

Interview process: Week commencing 13th of August 2018

Ideal start date: Week commencing 10th of September 2018