

TERMS OF REFERENCE

PROGRAMME COORDINATOR

Role Type: Contractor

Reports to: CEO

Position Type: Consultant

Term of Service: full time

Contract Duration: 1 July - 31 December 2023 (renewable)

BACKGROUND

ASPIRE Foundation Barbados Inc is at a pivotal crossroad in its development and is seeking to significantly accelerate growth and achieve financial sustainability over the next 5 years. The Board of Directors and Chief Executive Officer (CEO) are looking for a mission-focused, seasoned, strategic, and process-minded professional with expertise in regional instructional capacity strengthening, programme design and management.

ROLE OF THE CONTRACTOR

The primary role of the consultancy is to ensure the successful delivery of the ASPIRE's Programmes, including the development, execution, coordination, and management of their inter-dependencies. The role is crucial for strategising, implementing, and maintaining program initiatives that meet organisational objectives while maintaining enthusiasm and momentum.

Under the guidance of the Chief Executive Officer, the Programme Coordinator (PC) serves as the main point of contact and programme lead for ASPIRE's programmes and Certification process. The PC will provide effective leadership to the Executive Committee comprising Volunteer Team Leaders to refine and roll out ASPIRE's programmes to ensure that the Programmes execute on ASPIRE's vision and mission. They provide expert guidance to team members, coaching & mentorship to beneficiaries and graduates, building a cohesive community of non-profit leaders, private sector professionals and volunteers to strengthen the impact and sustainability of the civic sector community in Barbados, and eventually the Caribbean region.

KEY ROLES & RESPONSIBILITIES:

Programme Management

- Responsibility for the development & execution of ASPIRE's programmes from planning, coordination, implementation, evaluation and report preparation.
- Leads in reviewing and designing all Programmes, including the certification of ASPIRE's Standards, Incubator & Volunteer Programmes, ensuring they align with international best practices.
- Ensure effective programme management & execution in line with long-term goals and objectives, proactively monitor progress, resolve issues, and initiate appropriate corrective actions.

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- Prepare annual programme workplan to ensure the effective and efficient management of programme priorities.
- Work in conjunction with the Executive Committee and team members to develop a cost-effective curriculum, tools, and training content.
- Maintain regular contact with Volunteers and Programme Participants, ensuring timelines are met, and the programme stays on track.
- Develop and maintain partnerships with agencies and stakeholders, private and public sectors.

People Management

- Oversight of programme & volunteer teams, ensuring programme goals are achieved and maintained.
- Overall responsibility for programme volunteer management, including recruitment, selection, onboarding & training to ensure effective programme delivery.
- Provide oversight of Programme Teams, developing and reporting on key impact measurements to monitor progress towards defined targets.
- Serve as the Executive Committee Chair & provide oversight & management of the same to support and guide a high-performing volunteer team.
- Maintain regular contact with Volunteers, beneficiaries and members, ensuring timelines and deliverables are met.
- Provide direction and support to Team Leaders & team members in coordination, mentorship, coaching and delivery of programme support to beneficiaries.

Financial Management

- Develop and manage programme budget and report on Programme finances to ensure timely disbursement of funds.
- Review & provide initial approval for requests for Seed Grant & other funding requests according to relevant grant guidelines.
- Ensure the timely submission of expenditure reports from Seed Grant and other funding recipients.

Information Management

- Ensures the efficient management, recording and coordination of programme documentation and information, including preparation and oversight of the development of programme materials, training, toolkits and resources.
- Establish and maintain all client files and documentation in an appropriate and accountable manner according to statutory & organisational requirements.
- Working with the CEO to represent the Organisation to regulatory bodies, other agencies, community and civic organisations, donors, funders and supporters, and the general public.
- Ensure the documentation and communication of lessons learned, best practices and case studies.
- Ensures regular impact and programme reporting.

Quality Management

- Use the programme monitoring processes to implement and lead continuous quality improvement, focusing on systems/process improvement.
- Ensures consistency of quality, accountability and high standards in all programmes and service delivery in line with programmes' requirements
- Analyse, evaluate and overcome programme risks and produce programme reports for management and stakeholders.

REQUIREMENTS

Educational/Professional

- BSc, MBA or postgraduate in Finance, General management, or related field and/or relevant experiences and skills

Experience & Core Competencies

- Sound technical knowledge and at least 5 years of experience in senior programme management and budget management
- Demonstrates tangible examples of reporting and program measurement and evaluation.
- Leadership of a team of professionals, beneficiaries & stakeholders
- Sound knowledge & skills in capacity building & facilitation particularly in Caribbean context
- Sound networking, partnership, and negotiation skills
- Demonstrates integrity and strives for excellence in their work.
- Has experience leading others (staff and programmes) to new levels of effectiveness and programmatic impact with sound time management & organisational skills.
- Demonstrable knowledge about ASPIRE's mission and an ability to promote and communicate the philosophy, mission, and values of ASPIRE to external and internal stakeholders.
- Experience working with NGOs and supporting capacity-building activities would be considered an asset.
- Experience working in quality management, standards development or directly with a national, regional or international certification body would be considered an asset.

Deliverables

During this period, the consultant is expected to deliver the following:

- Successful role out of ASPIRE Certification Model Activities
- Successful completion of Cohort 3 members & commencement of Cohort 4 programme roll-out.
- Successful recruitment & induction of Volunteers and Team Leaders
- Develop and facilitate the delivery of training and capacity-building workshops.

Duration

The assignment shall be for the period **1st July to 31st December 2023**. *The contract may be extended based on the needs of the organisation and subject to the availability of resources.*

Reporting

The Consultant will report to the CEO or their designate and will be based at ASPIRE's offices.