

Alfanar Jordan Project Senior Consultant (part-time)

Job Description

Salary:	Competitive based on experience
Reporting to:	Executive Director, Investment Director
Location:	London with potential travel to Jordan
Starting Date:	30 February 2019
Duration of the contract:	1 year (extendable)
Language:	Fluent in English and Arabic (written and spoken)
Application deadline:	01 February 2019

Do you believe in the power of social enterprise to create meaningful and scalable social change in disadvantaged communities in Jordan and across the Arab region? Are you looking to influence a movement that is backing social change and transforming lives across the Arab world? Then you should take a look at Alfanar.

About Alfanar

Alfanar, along with Plan International and Ruwwad Jordan have formed a consortium and were awarded a two-year grant from the EU to support social enterprises (SEs) in Jordan through grants and capacity building. Alfanar's role is to act as the technical partner providing training for established social enterprises in Jordan. The overarching goals of the project are to strengthen 40-60 social enterprises (SEs) and social enterprise initiatives (SEIs), to reach over 14,000 marginalised youth and women, and to impact over 300,000 community members.

Begun in 2004, Alfanar, a UK-based charity with offices in Cairo and Beirut, improves lives in disadvantaged communities across the Arab world. We do this by investing in and strengthening ambitious social enterprises responding to pressing needs, especially around children's education and women's economic empowerment. Alfanar provides grants and technical assistance to social enterprises, enabling them to achieve greater financial sustainability, and to scale their impact for their beneficiaries. Alfanar's high-engagement venture philanthropy approach applies the principles of private sector investment to charitable giving. Alfanar's small, but dedicated team, strive to deliver social returns that are sustainable, scalable, and game-changing.

Scope of the Job

We are looking for an experienced and passionate candidate to build on Alfanar's successes to date. The Jordan Project Manager serves as the point person for the project at Alfanar London, coordinating between the team on the ground and leveraging Alfanar's internal expertise. Alfanar provides a rare opportunity to help identify, scale and promote the work of truly inspiring social entrepreneurs in Jordan.

Main Responsibilities

SE Selection, Capacity Building and Coaching

- Participate in the recruitment of a local Project Consultant in Jordan
- Work closely with the Project Consultant on the ground to participate in the creation and implementation of SE selection criteria and process in coordination local partners, bringing Alfanar's experience in past projects
- Oversee training needs assessment for target Social Enterprises (SEs)
- Work closely with the Project Consultant on the ground to review existing training materials and oversee the development of five tailored training modules using specialised consultants, and in coordination with Alfanar's Investments Team
- Oversee all aspects of the delivery of capacity building and coaching for sixty SEs on five tailored modules, and determine with the Project Consultant the best resources for delivery leveraging Alfanar's internal team
- Oversee performance of SEs and potentially participating in coaching meetings to follow up on goals
- Supervise the creation of monitoring and evaluation indicators and tools and oversee its implementation
- Oversee the organisation regular meetings among local partners, Alfanar team and SEs to encourage cross-fertilisation of ideas and peer-to-peer learning
- Report and present performance against indicators on a quarterly basis both internally and externally in coordination with team on the ground
- Develop strong relationships with Alfanar's internal team, leveraging their expertise where possible
- Participate in potentially build Alfanar's network of technical (business, marketing, finance) pro-bono supporters in Jordan, to help build the capacity of SEs

Country Project Management

- Supervise the organisation of day-to-day needs around finances (in coordination with Finance Manager), reporting, human resources- recruitment and appraisal of additional team members

Relationship Building and Communications

- Build strong relationships with SEs, donors, local partners and other stakeholders
- Actively raise the profile of Alfanar and venture philanthropy in Jordan
- Work with local team and Alfanar's Communications team to ensure that the project and achievements are effectively communicated to stakeholders through regular newsletters and social media
- Attend Alfanar internal meetings and share key learnings and experiences
- Explore fundraising leads in line with the organisation's business plans

Experience and Qualifications

- Experience in running a small organisation or business, a major project within a larger organisation or business, or a portfolio of social enterprises and grassroots organisations
- Experience in setting strategies, budgets and work plans and implementing them effectively
- Experience in contributing to a senior management team
- Experience in putting together and managing a small team

- Experience in training or coaching is a plus
- Experience in fundraising and communications is a plus
- Masters degree in a relevant field or equivalent experience
- Exceptional communications skills in both English and Arabic languages
- Excellent interpersonal skills and the ability to build rapport with diverse stakeholders ranging from marginalised populations, social entrepreneurs to international teams
- Passionate about Alfanar's mission and values, venture philanthropy, sustainable development, social enterprise and the Arab world
- Self-motivated and highly organised with a passion for working in a fast-paced environment where proactivity, initiative and leadership are encouraged

To apply:

Please send your CV, together with a brief cover letter outlining your suitability for the role to:

info@alfanar.org.uk by 01/02/2019. Candidates must have the right to live and work in Jordan.

Interviews are scheduled to take place mid February. Only short-listed candidates will be contacted.