

JOB DESCRIPTION

Job Title:	Country Director, Raleigh International Nepal
Responsible to	Director of Safety & International Operational Support
Responsible for	Country Programmes Manager, Country Operations Manager, Finance & Admin Manager, Project Officers
Location:	Kathmandu, Nepal with significant internal countrywide travel including Gorkha, Makwanpur and Dhading districts

Introduction

Today more people than ever before are working together to create sustainable change around the world. Despite this, there is much more work to be done.

Raleigh International connects communities wanting to improve their lives and their environment with passionate people from around the world who want to take positive action.

We believe that when local communities and young people work side by side to create positive change, it empowers them. And it's the energy and motivation of empowered people that creates lasting change

Raleigh International is a youth-led sustainable development charity. We focus on working for and with young people to inspire and make positive change in four areas: promoting youth in civil society, providing access to safe water and sanitation, protecting vulnerable environments and building livelihoods and enterprises.

Our way of working to achieve impact is by engaging young volunteers through delivery programmes: Raleigh Expedition, International Citizen Service (ICS), a UK government funded development programme, and national youth programmes where we work solely with local youth volunteers in-country.

By working through youth, we develop young leaders and ensure young people are connected, valued partners in development.

We operate in partnership with communities, non-governmental organisations (NGOs) and governments in Costa Rica, Nicaragua, Nepal and Tanzania. Since our foundation as a charity in 1984, Raleigh volunteers have become a global community of more than 40,000 people committed to building a sustainable future.

As in our other countries, in Nepal we engage directly with beneficiaries at grassroots level, delivering programmes through diverse teams of young volunteers whose energy and creativity inspire positive change. This is a key characteristic of Raleigh International and one that multiplies the impact of the organisation. The positive change that results from our programmes is not limited to direct communities, but also shapes and develops leadership and wider skills of the young local and international volunteers, building a global community who are passionate about creating a sustainable future and are equipped with the skills required to help achieve it. Young people are the most significant stakeholder in the continued and future fight

against poverty, with gainfully employed young citizens more likely to demand good governance and accumulate the capacities necessary to foster social cohesion.

Raleigh Nepal opened its office in 2015 with programme delivery starting in January 2016. We now have over 3 years' experience working on water and sanitation, livelihoods and youth leadership in partnership with a range of local NGOs, International NGOs and government institutions. Raleigh Nepal's operations are growing with the ongoing delivery of the International Citizen's Service programme and other national youth programming.

The Country Director provides strategic leadership of Raleigh's programme in Nepal in accordance with Raleigh's overarching organisational strategy (2017-2020), the Raleigh Nepal country strategy and relevant policies, processes and standards.

The Country Director has overall responsibility for the safe delivery of all programmes that are run in country, though the day to day delivery of these programmes are delegated to senior members of the staff team.

Accountabilities

Strategic planning and implementation

- Lead on implementation of Raleigh International [2017-2020](#) Strategy in the country with clear articulation of outcomes and impacts
- Lead SMT discussions on the long-term vision and undertake strategic analysis and planning for the country programme
- Ensuring and overseeing the delivery of a safe operational framework for Nepali and international volunteers to work within.
- Organise regular programmatic, communication and safety updates consistent with the political, social and economic realities of the country and region supporting the broad alignment of the wider community of Raleigh support groups and societies so that that shared direction will bring more impact and scale
- Create an enabling environment for Raleigh's alumni to add value to Raleigh's work through the development of a vibrant National Society
- Represent, lead the team and demonstrate accountability in accordance with RI's brand
- Develop professional networks and relations with local partners, corporate partners, national and international agencies and government entities, ensuring that RI develops and maintains a positive profile including ongoing access to relevant information and fundraising opportunities
- Develop and maintain internal and external relationships and networks to build long-term strategies in strengthening the voice of youth in sustainable development

Leadership and management

- Ensure that RI's and country level strategy is developed, implemented, monitored and reviewed so that it is consistent with RI's programmatic, delivery and safety management framework, agreed targets, policies and standards

- Provide leadership and people management expertise in managing change initiatives within country, bridging different ways of working and diverse working cultures amongst partners and stakeholders
- Ensure the implementation, monitoring and assessment of programmes (country, thematic and contract) and embed Monitoring, Evaluation & Learning (MEL) principles as the way of working
- Ensure overall leadership of crisis management and safety management systems and planning with support from RI's Safety and International Operational Support team.

Programme development, implementation and reporting

- Design and set up programmes within a country strategy within the spirit of Raleigh's mission, vision, ethos and values maximising the development opportunities and experience for all volunteer staff and participants
- Ensure project delivery meets agreed standards and any contractual obligations, whether they be with individuals, Institutional Donors, partner NGOs, Corporates or Government Agencies
- Maintain delivery relationships with partner NGOs and other stakeholders to ensure the operational delivery of projects and individual team placement
- Lead on regular reporting on outputs to the Government as necessary
- Support the Programmes Manager in partnering with NGOs and strategic planning including the development of local partners planning tools and their revision
- Support the Programmes Manager in M&E planning, data gathering and report writing and revisions
- Ensure high quality training is delivered to staff, volunteers and volunteer managers as required
- Contribute to planning and delivery of other organisational activities and events when applicable in support of the organisations aims
- In conjunction with the Director of SIOS and peers, be responsible for strategic decision-making relating to all Raleigh programmes
- Build effective, collaborative and accountable relationships with national, international and corporate partners to identify joint project fundraising and implementation opportunities
- Lead on development of new projects and initiatives to maximise positive contribution to the organisational and Thematic Programmes level Theory of Change
- Providing annual plans and reports related to the delivery of country programme

Safety

- Ensure that the Operations Team deliver appropriately high-quality safety, security, medical and safeguarding systems, with emphasis on project level risk assessments and casualty evacuation plans in line with policy
- Ensure that safety, security, medical and safeguarding standards are maintained, and Raleigh's culture is communicated effectively to all staff and participants in line with organisational policy
- Ensuring the Nepal Operations team is able to respond to all level of incidents, including response to major safety, security, medical or safeguarding incidents

Fundraising and relationships

- Influence small, medium and high-profile external relationships in country and/or globally to recognise the importance of supporting youth active citizenship and sustainable development
- Identify new funding sources and negotiate funding opportunities
- Liaise with Raleigh International fundraising team, to ensure full coordination of corporate and charitable trust-based approaches
- Develop strong working relationships with government departments to ensure the smooth delivery of RI's programmes

Staff: Employed and Voluntary

- With Director of SIOS, ensure an effective staffing structure is implemented that places youth at the centre of all programme delivery
- Line manage staff, as per organisation chart, to ensure that they perform their roles, therefore contributing to high quality and effective delivery
- Plan, organise and deliver relevant aspects of volunteer staff training

Administration

- Ensure effective, timely and efficient communications with Head Office

Logistics

- Oversee safe logistical set up of Raleigh projects

Finance & Resource Management

- Ensure Raleigh International is legally registered within the country with local authorities in the most appropriate structure for Raleigh
- Be accountable for all aspects of Raleigh's financial and people management in Country
- Ensure processing of financial transactions onto the RI finance system and for local reporting including that for local taxes, etc

Marketing and communication

- Ensure high standards of communication (internal & external)
- Represent Raleigh and other Management team members as and when required
- Oversee development of a communication strategy and networks

Person Specification (Skills and Experience)

Essential

- Senior management experience in leading the development, and ensuring the delivery, of programme strategy, in one or more international locations

- Proven analytical skills and ability to think strategically, including the ability to think beyond the country programme context and to act within a regional and global framework
- A commitment to the delivery of programmes through youth and through volunteers
- Ability to manage the development of, and contribute to, the high-level analysis of factors driving youth active citizenship, poverty, marginalisation and vulnerability in developing country contexts, including the ability to 'think politically' by understanding motivations, pressures and challenges faced by different groups of stakeholders especially youth
- Experience in leading and motivating multi-disciplinary and multi-cultural teams in the delivery of the programme strategy; a high degree of self-awareness and an understanding of how to drive and support an excellent team (including volunteer staff)
- Experience of building, developing and managing relationships with partners, government, agencies, private sector organisations, and donors at senior level: locally, regionally and globally
- Experience of fundraising from diverse institutions especially corporates, both local and international
- Understanding of managing safety, security and risk within an International NGO context and with young volunteers
- Awareness of BS 8848:2014
- Experience of budget management
- Good level of IT literacy and an understanding of how new developments in technology can positively contribute to the aims of an INGO
- Excellent written and verbal communication skills to motivate, influence, and negotiate
- Entrepreneurial, with a proven ability to initiate, maintain and develop trust-based relationships – and secure funding
- Fluent in both written and spoken English

Desirable

- Experience of working in Nepal
- Knowledge of the Nepali language
- Previous experience either with Raleigh International or a similar organisation
- Previous experience of delivering community development and/or environmental protection or disaster resilience projects of a similar scale to Raleigh
- Field logistical experience for multi-site rural operations
- Experience of working long hours required to achieve the aims and objectives of the role
- Understanding and experience of managing groups of youth volunteers in remote environments

Other Information

The holiday entitlement is 25 working days per year, plus 8 public holidays.

Our Vision – the world we want to see

A global community working to build a sustainable future.

Our Mission – why we exist

To create lasting change through youth

Our Values – how do we behave?

Our staff believe in and live our values.

1. Find the courage:

We find the courage to step out of our comfort zone and create change.

2. Never give up:

We have the grit, determination and resilience to get the job done.

3. Open to discovery:

We are open-minded to trying new things and learn from one another.

4. Act with Integrity:

We act with honesty and respect, and we take responsibility for doing what we say.

5. Create Impact together:

We seek to maximise long-lasting impact in everything we do.

Safeguarding and Vulnerable Adults

Raleigh International is committed to ensuring the health, safety, welfare and development of all young people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All participants who take part in activities organised by us should enjoy taking part in these without fear of harm. We guide all staff and volunteers to show respect for and understanding of young people's rights and their safety and welfare and by so doing, conduct themselves in a way that reflects our principles.

Anti-Corruption Policy

It is Raleigh International's policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage. Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harm the societies in which these acts are committed and prevents economic growth and development. Any breach of Raleigh's policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.