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## Advert for vacant position

### Programme Manager – Western Cape

**Starting date:**

1<sup>st</sup> June 2022

**About the Presidents Award for Youth Empowerment**

The President's Award for Youth Empowerment (TPA) is one of South Africa's leading youth achievement awards offering young people aged 14-24 across the socio-economic spectrum the opportunity to develop character, discover their purpose and determine their future to contribute towards building a great South Africa.

The Award was founded by HRH, The Duke of Edinburgh in 1956. The Award Programme was introduced in South Africa in 1983 under the banner of the Gold Shield Award, with Dr Ian Player as the first Chairman, and in 1994 it was re-launched as The President's Award for Youth Empowerment, with Mr Nelson Mandela as the founding Patron-in-Chief. His Excellency President Cyril Ramaphosa is the current Patron-In-Chief and Archbishop Desmond Tutu is the Patron.

The President's Award (TPA) is The Duke of Edinburgh's International Award for Young People in South Africa and is a full member of the International Award Foundation which oversees the Award Programme in over 130 countries globally, with 18 of these being in Africa. Globally there are more than 1.3 million active participants, approximately 300 000 in Africa and 10 000+ in South Africa.

Local registration

TPA provides a framework of non-formal education and provides experiential learning opportunities to help young people discover talents that do not necessarily show up in the classroom context. The Programme brings together practical experiences and life skills, building confidence, encouraging physical health and recreation, and motivating young people to engage with their communities. The Award improves employability and access to tertiary education; the certificates are globally recognised.

The Western Cape Programme Manager (WC PM) oversees all of the Award Centres in Western Cape. The WC PM owns the delivery and support of promoting the reach, impact and expansion of the Award in WC. They translate the vision as directed by the CEO and Head of Operations into a clear strategy and implementation for the Award Centres in Western Cape. They are responsible for providing guidance, support and leadership to the Award Leaders based at the various Award Centres, providing day to day operational support, monitoring Award standards and monitoring the quality of the support and implementation the Award Leaders provides. The WC PM role is focussed on people management, development and the holistic Award support.

**Founding Patron-in-Chief:** Mr NR Mandela    **Patron-in-Chief:** Mr Matamela Cyril Ramaphosa  
**Patron:** Archbishop Desmond Tutu

**Trustees:** Mr Modise Makhene (Acting Chair); Dr Warren Clewlow; Ms Vuyelwa Masangwana, Ms Nicola Jackson, Mr David Sand and Mr Bradley Serebro



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**Opportunity type:**

3-month contract with permanent offer made thereafter subject to performance review.

**Leadership and Culture**

- Work with the Head of Operations, to build a culture of Award excellence, support and collaboration.
- Provide direction and leadership to Award Leaders and Centres.
- Focus on the overall health and wellness of the Western Cape Award Centres through coaching and development plans.
- Actively shape the culture of the Award to provide high-quality support and Award reach at scale.
- Ensure the alignment and consistent application of policy and procedure across the Award.
- Recruit and retain exceptional Award Leader and Award Centres, ensuring that The President's Award is known for the quality of support provided.

**Requirements**

- A Degree/Diploma in Education, Communication or Psychology preferred.
- Teaching and or management experience at secondary school level, with either BEd or PGCE qualification is beneficial.
- Customer support mindset
- Management and leadership experience is essential with demonstrated experience in mentoring and leading people. At least 2 years of experience.
- Excellent communication skills, both written and verbal.
- Operationally savvy.
- A good feel for working with assessment data and operational data.
- A blend of academic, customer support and business skill sets is preferred.
- Must have a valid driver's license that has been in existence for over 2 years.
- Police clearance required
- Proficiency in at least one other recognised South African official language.

**High Level Duties and Responsibilities**

- Facilitate and manage the effective application (implementation) of the Award Programme within all participating Award Units.
- Manage relations with clients/stakeholders and provide project leadership.
- Assist with identification, recruitment, orientation, supervision and monitoring of new volunteers in the Award Programme in the designated area(s).
- Arrange group meetings for Award leaders both onsite and online.
- Planning and executing of regular site visits for quality control and support purposes within the participating Award Units.
- Planning and/or coordinating of special projects, e.g. exchanges, Royal Visits and Award ceremonies.
- Recruiting and enrolling of participants within a calendar year.
- Ensure a growth rate in enrolments from Units; based on targets set in conjunction with Head of Operations.
- Meet strategic targets as determined annually with Head of Operations.
- Network with schools, NGOs and corporate structures in order to build beneficial partnerships for the Award Programme in order to create shared value.
- Work closely with TPA management on strategic planning and forecasting.

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- Assessment of Award participant Record Books/Portfolios of evidence within 4 weeks of receipt.
- Facilitate and manage the effective application (implementation) of the Award Programme within all Funder-specific projects.
- Assist with the organising of meetings/workshops/conferences/special projects and functions.
- Identify and participate in marketing opportunities of the Award Programme.
- Expand the usage of the Award Programme amongst new agencies, e.g. investigate opportunities for new developments (extensions) of the Award Programme.
- Network and build partnerships with various (potential) stakeholders.
- Collect and/or compile, and submit written material for TPA publications (e.g. Horizons).
- Presentations to potential participants and new Units.
- Ensure that PR opportunities are conveyed to management.
- Supervise and manage Programme Administrator.
- Submit monthly, quarterly and funding reports as required.
- Attend weekly operational and sales meetings.
- Ensure that enrolment forms are completed correctly and submitted timeously to the Regional Programme Administrator.

#### Realities of the role:

- Each day in this role will be different. We are not a traditional NPO!
- Collaboration is the name of the game. We operate in a highly functional team, and our ability to deliver an excellent Award experience is premised on our team's ability to collaborate, value the contributions of their teammates and see the value in the "rubbing of minds". If you do not find value in having your ideas interrogated or others weighing in on how things could foreseeably be done, you are unlikely to enjoy the role.
- Similarly, if you are not comfortable with other teams being accountable for different parts of the learning experience, you are unlikely to find this environment to be a good fit for you.
- Our Programme Managers are master multitaskers. They enjoy the pace and variety of Award Leader, parent and Award Participant engagements, coaching groups, monitoring multiple data points, collaborating with teams, dealing with special cases, and working on multiple systems — all in a day's work! If you prefer long periods of deep, uninterrupted time, you are unlikely to enjoy this role.
- Providing a seamless Award experience for students and parents often involves a lot of backend admin. The ideal candidate would have a pragmatic understanding of the value that administrative tasks bring to bear on the experience of the Award Participant.
- The ideal candidate will have an appreciation for how necessary it is to fail fast and fail forward, learn through iterative feedback loops, and embrace the process of continuous learning.
- Change is constant as a result of rapid learning cycles. If consistent change gives you energy rather than drains your energy, you are likely to thrive in this environment. Similarly, if you are adept at managing yourself in a demanding environment and understand the importance of self-awareness and boundaries in your work, you are likely to do very well.

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### Values

- Integrity and honesty
- Self-reliance
- Service to the community
- Responsibility
- Personal discovery & growth
- Know your purpose
- Trust

### Skills Required

- Strategic Planning
- Project and Personnel Management
- Interpersonal Skills
- Report Writing
- Training/Capacity Development
- Creative Problem Solving
- Critical Thinking
- Independent Decision Making

### Benefits

- Market related salary
- Work Laptop
- Fibre allowance
- Cell phone allowance
- Remote work with office space available if needed.

Should you be the person we are looking for please email your CV to [info@presidentsaward.co.za](mailto:info@presidentsaward.co.za) with the subject line, *WC Programme Manager Application*.

Deadline for application is 25<sup>th</sup> May 2022.

*Please note that if you do not hear from us within 3 weeks, your application is considered unsuccessful at this time.*

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