

## **JOB DESCRIPTION**

<b>Job Title:</b>	Country Director Nicaragua & Costa Rica
<b>Responsible to:</b>	Head of Countries
<b>Responsible for:</b>	2 Country Operations Managers, 2 Country Programme Managers and 1 Finance Managers (5 direct reports)
<b>Location:</b>	Nicaragua with regular travel to Costa Rica

### **Introduction to Raleigh International**

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 sustainable development charity. We focus on working for and with youth to inspire and make positive change in three areas: providing access to safe water and sanitation, protecting vulnerable environments and building livelihoods.

Our way of working to achieve impact in all of these areas is by engaging young volunteers from around the world through our current main delivery programmes: Raleigh Expedition and International Citizen Service (ICS), a UK government-funded development programme that brings together young people from all backgrounds to fight poverty around the world.

We operate in partnership with communities, non-governmental organisations (NGOs) and governments in Malaysian Borneo, 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 Nicaragua and Costa Rica 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

In Nicaragua and Costa Rica, Raleigh International has 15 years' experience working on a number of different programmes focussing on water and sanitation, natural resource management, youth leadership and environmental conservation in partnership with a range of local NGOs, International NGOs and government institutions. Raleigh Nicaragua and Costa Rica operations are growing with the implementation of the International

Citizen's Service (ICS) II implementation and other national youth programming.

## **The Raleigh Brand**

### **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 values are at the heart of our work. They guide how we do what we do. They are shared by our staff, supporters, volunteers, project partners and the communities with whom we work.

#### **➤ Find the courage**

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

#### **➤ Never give up**

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

#### **➤ Open to discovery**

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

#### **➤ Act with Integrity**

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

#### **➤ Create Impact together**

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

## **Overall Purpose of the Role**

The Country Director provides strategic leadership of Raleigh's programme in Nicaragua & Costa Rica in accordance with overarching organisational strategy, the Raleigh Nicaragua & Costa Rica country strategy 2017-2020 and relevant policies, processes and standards. This includes:

- Taking the lead in developing, managing and communicating the overall country direction, as well as forward planning and positioning for beyond 2016
- Representing Raleigh and the country programme at the highest levels in countries, with partners, and the government within the region and globally
- Personally leading on fundraising from institutional donors, corporates and trusts/foundations and responsible for delivery against agreed fundraising targets
- Managing the country leadership team-establish, build, represent and lead all aspects of the Country programme; overseeing risk and reputation management for Raleigh in Nicaragua & Costa Rica
- Reporting under a matrix of KPIs and financial system

## **Principal Accountabilities and Responsibilities**

### **Strategic planning and implementation**

- Provide leadership in the developing of the long term (beyond 2016) vision, it's implementation and evaluation, as well as articulation with wide stakeholders groups
- Accountable that Raleigh's strategy directly responds to the needs of our beneficiaries and adds value to wider sustainability efforts (such as Sustainable Development Goals for example)
- Ensure efficient delivery of the current country strategy that maximises the contribution towards Raleigh International 2017-2020 Strategy
- Represent, lead the team and demonstrate accountability in accordance with Raleigh's brand
- Develop additional and maintain current professional networks and relations with local partners, corporate partners, national and international agencies and government entities, ensuring that Raleigh 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

### **Fundraising**

- 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
- Build strong working relationship with existing and new donors
- Lead on keeping abreast of donor priorities and objectives
- Build effective, collaborative and accountable relationships with national, international and corporate partners to identify joint project fundraising and implementation opportunities
- Accountable for the implementation of Fundraising strategy
- Accountable for meeting Expedition project fundraising targets
- 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

### **Leadership and management**

- Ensure that Raleigh's and country level strategy is developed, implemented, monitored and reviewed so that it is consistent with Raleigh'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 affiliates

- 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 planning with support from Raleigh's Safety and International Operational Support team
- Active member of the International Leadership Group (SMT & Country Directors)

#### **Programme development, implementation and reporting**

- 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
- Lead on country level reporting to donors who are funding work in Nicaragua & Costa Rica
- Lead on regular quarterly KPI and risk register reporting to the Head of Countries and ensure the Raleigh Nicaragua & Costa Rica team contribution to the process

#### **Finance & Resource Management**

- Be accountable for all aspects of Raleigh's financial and people management in Country
- Ensure processing of financial transactions onto the Raleigh finance system and for local reporting including that for local taxes, etc.

#### **Marketing and communication**

- Ensure high standards of communication (internal & external)

### **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
- 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
- Fluency in both written and spoken English and Spanish
- Experience of living and working in Central or South America (desirable)
- Educated to University or Master's degree in a relevant discipline (preferably, development, economics, politics, sociology, humanities)
- Proven experience of programme development
- Entrepreneurial, with a proven ability to initiate, maintain and develop trust based relationships – and secure funding

### **Key Personal Competencies**

- Proven ability to communicate effectively in English, verbally and in written.
- Excellent planning, organisation and implementation skills
- Excellent leadership, teamwork, influencing and diplomatic skills
- The ability to problem solve and manage others to resolve issues effectively
- Ability to prioritise and organise a heavy workload
- Work the hours required to achieve the aims and objectives of the organisation
- Work unsupervised and on own initiative
- Work under the direction, guidance and support of line manager
- Operate in a dynamic and pressurised environment
- Full clean international driving licence.

### **Other Information**

#### **Holiday entitlement**

The holiday entitlement for full-time staff is xxx working days per year, plus xxx public holidays. Part-time staff receive a pro-rated entitlement.

#### **Office hours**

*Please then adapt this to the specific role*

### **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 harms 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.