



Director of Programmes (UK based)

Reporting to: United Amayi Board of Trustees

Hours per week: 1.5 days (12 hours)

Contract length: 12 months

Description/Responsibilities

- Responsible for managing the UK team of volunteers
- Manage the Malawi team of staff
- Recruitment and induction of new staff in UK and Malawi
- Input into the development and agreement of policies and procedures and ensure implementation across all programmes, to include Safe-guarding, Health & Safety
- Manage monthly payroll for all staff
- Create a financial system- targets, projections, where funds are directed
- Strategic grant applications to Trusts and Foundation to secure a minimum of £15,000 unrestricted funding in one year for overheads
- Raise additional funds for projects e.g. agricultural and employment via multiple funding streams.
- Oversee key messaging and language in public and fundraising information.
- Continue development of a comprehensive programmes strategy to guide the development of country-specific plans, in-line with the values of the charity.
- Foster relationships with people, business and donors to create long-lasting partnerships. The role will also encompass high-level relationship building and advocacy with partner organisations in order to build the reputation and position of United Amayi in the international development sector
- Play a key role in managing research and launching the agricultural project
- Provide monthly reports to the board of trustees
- Maintain legal compliance in both Malawi and UK

For more details on the position please contact Emma at emma@unitedamayi.com