



Job Description

Social Responsibility Programme Manager

Purpose of Position

- Oversee FFS Social Responsibility Programme
- The role of the Social Responsibility Programme Manager (SRPM) is to ensure the effective and efficient day-to-day management of the Just Play Programme and wider Social Responsibility activities, with guidance, support and under the supervision of the OFC Social Responsibility department in partnership with Football Federation Samoa.

Key Relationships

- *Responsible to: Technical Director, Chief Executive Officer*

Key Responsibilities

- Develop a work plan and budget prior to the end of the programming year which outlines, define and detail activities and targets for all programme activities in alignment with FFS and OFC strategies, goals and objectives.
- Regular contact with OFC Social Responsibility Division, Technical Director, CEO and Social Responsibility staff to facilitate delivery of programme components and activities based on work plan and budget.
- Support and facilitate capacity building of Social Responsibility staff (could include Technical Mentors, Development Officers/Coordinators, Instructors, Data Entry and Finance Officer, etc.).
- Organise workshops and training sessions to strengthen the capacity and productivity of team and to conduct performance reviews of all staff members every 6 months
- Directly responsible for ensuring that programme funds are:
 - Allocated and utilized in alignment with program activities and donor goals and objectives
 - Expenditures are utilized in accordance with programme work plans
 - Financial procedures and regulations are strictly adhered to; and supporting documents (bank statements, invoices, receipts and supporting activity reports) are forwarded to the OFC Social Responsibility Division no later than 5th of each calendar month
- Facilitate all programme monitoring related to learning, and reporting aligned to the Social Responsibility theory of change; the monitoring and evaluation plan at national

and regional levels, and to support the establishment of additional relevant indicators of measurement for Samoa.

- Supervise regular data collection in partnership with programme staff and facilitate the production of weekly, monthly, half-year and annual reports, and other reports as requested by OFC and partners detailing outcomes, impact and the programme's overall progress towards targets and results.
- Facilitate the rollout of digital data collection methods, monitoring and evaluation tools and resources in partnership with the OFC Social Responsibility Division, conduct regular monitoring visits to programme sites, conduct spot checks to validate and verify data collected by programme teams.
- Seek and identify national level opportunities to engage and deliver activities alongside existing FFS partners and programmes and seek to embed programming components into FFS's football development structure and government ministries (if possible)
- Report to OFC Social Responsibility Division, Technical Director and CEO to update the programme and progress toward results.
- Conduct regular meetings with programme partners, providing them with updates on progress of the programme and to provide them with reports and up-to-date programming results.
- Any other duties as required by the Technical Director and/or Chief Executive Officer from time to time

Selection Criteria

Qualification:

- Bachelor's Degree in Management (or professional experience with at least 1 year in project/programme management position)
- At least 5 years' experience as a Senior Officer

Technical Skills:

- Computer literate – Operate standard office computer applications and manage databases and spreadsheets
- Be a strategic and innovative thinker with the ability to be 'hands-on' in the delivering FFS initiatives
- Ability to establish and maintain effective working relationships
- Knowledge of the Pacific and community-based development work, including programme development, management experience, and monitoring and evaluation skills
- Highly proficient in English in report writing and presentations
- Experience with budgeting, project development, proposal and report writing, and grants management
- Experience facilitating training, workshops and courses
- Significant leadership experience in project management, programme administration and financial management
- Ability to work with people at all levels, from high level officials to community leaders
- Deep knowledge of and dedication to Just Play work an asset
- Attended Just Play Programme 6 -12, Sport 2 Life and/or Just Play Grassroot courses an asset

- No criminal record
- Ability to multi-task, good planning & organisational skills
- Exceptionally organized and excellent time management skills

Personal Attributes:

- Commitment and Personal Drive - Work effortlessly in any circumstances. Committed to work, team and organisation by cooperating in team activities. Works well with team to achieve a common goal.
- Exceptional work ethics
- Honesty - Acts with integrity at all times. Demonstrates precision when performing duties.
- Maintain professional conduct at all times
- Demonstrates precision in work operations

Other:

- Must be able to work in evenings and weekends

Remuneration

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| <ul style="list-style-type: none"> • Salary: Range from \$40,000p.a - \$50,000p.a depending on qualification and experience |
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