

## Project Coordinator, Sponsor a Grandparent Kenya

<b>Location</b>	Kenya
<b>Department</b>	Global Impact
<b>Reports to (Line Manager)</b>	Programme and Operations Support Manager, Localisation team
<b>Grade</b>	Project Coordinator salary range Kes 220,000 – 260,000 per month gross.
<b>Contract Type</b>	Fixed term until 31 <sup>st</sup> March 2026 (renewable annually based on available funding & performance review)

### About HelpAge

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HelpAge International works with partners and a diverse global network of more than 200 organizations over 90 countries, supporting millions of older people to live safe, dignified, and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age.

Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience. Our 2030 strategy Ageing in a Just World sets out how we will work together to shape the future we all share. By ensuring that all our work promotes wellbeing, dignity and voice, we can be a positive influence in the lives of current and future older people.

Sponsor a Grandparent (SAG) is a unique global programme operating through local partners in 5 countries; Kenya, Ethiopia, India, Sri Lanka and Myanmar. The programme has been running since 1973 and has evolved over 50 years and is now funded through individual donations from over 6000 regular supporters in the UK. UK donors ‘sponsor’ between them a small number of grandparents in five countries in Africa and Asia, as well as community projects, and broader programmes of work, in the countries of the grandparents they support. The sponsored grandparents act as representatives or spokespeople, enabling donors to focus on the life and development of an individual and community, whilst supporting both that community and wider work benefitting older people in that country. Individual donors are assigned to one grandparent, and receive communications about those grandparents, as well as updates on the community projects, and broader country programmes they support.

### About the Job

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The SAG programme in Kenya is entering an exciting new phase of expansion, moving from implementation by one established partner in Turkana County, to

broaden the scope and impact by including a new partner in each of Marsabit and Kilifi counties.

This is a new role, reflecting the localisation approach that HelpAge International has adopted. The coordinator will join the Global Impact Department to support the partners to set up the project, coordinate the project implementation and connect the project to the wider humanitarian and development sector in Kenya. The coordinator will be hosted by a local partner organisation based in Kenya and will be responsible for coordinating the SAG project in Kenya, supporting partners to deliver impactful project components, in compliance with donor requirements and contracts, ensuring risk management, high quality project deliverables & communication outputs, and narrative and financial reporting. The coordinator will provide proactive accompaniment and support to the three partners and work hand in hand with the implementation teams to deliver the project. In addition, the coordinator will connect the project and partners with relevant local and national advocacy initiatives promoting the rights of older people in Kenya. Within Helpage, the coordinator will work closely with the Programme Operations Support Manager who is responsible for coordination and oversight of the global SAG programme, and the Finance Business Partner responsible for financial management of the SAG programme.

## **Key areas for impact/influence and responsibilities**

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### **As the SAG Kenya project coordinator, you will –**

- Build and maintain respectful productive working relationships with and between the partner organisations, applying the principles of Partner Led Programming (PLP) according to HelpAge PLP policy.
- Coordinate project implementation by the partners throughout the project cycle, ensuring the quality of project delivery, compliance with donor requirements and timely reporting.
- Support partners to develop innovative and creative implementation plans and budgets for the project that respond to need in the community, align with the strategic direction of the organisation and comply with donor requirements.
- With the partners, jointly monitor progress and quality of project implementation and financial management against approved plans and budget.
- Monitor and report project risks and incidents
- Source technical support as required by partners (from within the HelpAge Network or Global teams where possible)
- Coordinate and produce the submission for the bi-annual reporting from each partner including narrative reports, financial reports and

spokesperson reports. Produce the final submission for HelpAge and the donor, ensuring quality and meeting deadlines.

- Create learning opportunities for partners and seek opportunities to share project learning across the HelpAge network and among other relevant stakeholders in Kenya and globally.
- Link the project and partners to wider advocacy activities in Kenya focused on older people's rights through engagement with relevant networks, policy and advocacy initiatives.
- Coordinate learning, facilitate meetings and where necessary deliver training for partners as provided for in the project plans
- Seek opportunities to leverage resource development opportunities built from project experience and learning.

## **Skills and experience required**

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You will be someone with:

- Strong organisational skills and the ability to prioritise and work independently.
- Experience in project management (full project cycle) within a local NGO and/or an INGO working with local partners
- Excellent knowledge of participatory techniques and experience of using these in community-led project settings. Implementation experience of community-led projects in the past is highly desirable
- Strong reporting skills (financial and narrative)
- Experience of working in partnership with civil society organisations and networks
- Strong communication and interpersonal skills, with the ability to work with diverse teams.
- Good command of English (written and spoken)
- Excellent command of local languages and/or dialects used in Turkana, Marsabit & Kilifi
- Experience of training and facilitation of meetings and events
- Problem-solving skills and attention to detail
- Demonstrated understanding of and a commitment to the principles of Partner Led Programming
- Preferable: Understanding of the localization agenda
- Preferable: Degree or equivalent qualification and experience in a relevant sector (eg. humanitarian, development, rural livelihoods, social science, programme management etc)

- Experience of community mobilisation and working with community institutions such as women self-help groups, credit-debit groups, etc. is preferable

## Key Behavioural Competencies

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At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older people and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you are expected to:

Competencies	Description
Working Collaboratively with Others	Work collaboratively, building mutual trust and respect, with external organizations and partners to achieve our strategic aims and objectives; being accountable for the work we do together.
Adaptability and Flexibility	Adapt to new directions or opportunities arising within the organisation and in our work area; being flexible in our role, constantly using the feedback to learn more and evolve further.
Supporting and Facilitating Change	Lead behavioural and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged.
Extend HelpAge's Reach and Impact	Extend HelpAge's reach and impact by creating and identifying new business development opportunities and building relationships with new partners.
Diversity and Inclusion	Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalised by gender, economic status, disability and other factors of discrimination.
Leading Others (for managers)	Demonstrate strong leadership to own unit/department and manage people in a well and reputable manner. Create an atmosphere of trust and an enabling environment where staff can do their best and develop their potential.

## Safeguarding

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HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices.
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

### **SAFER RECRUITMENT**

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.