



JOIN OUR FIGHT
FOR CHILDREN AT RISK
ON THE STREETS

PROJECT TEAM LEAD
RECRUITMENT PACK

children RAILWAY
Fighting for street children



WE BELIEVE IN A WORLD WHERE NO CHILD HAS TO LIVE ON THE STREETS

At Railway Children, we fight for vulnerable children found alone and at risk on the streets, and around railways, where they face abuse and exploitation.

They find themselves living on the streets because they've nowhere else to go and nobody to turn to.

Every day we fight to change their story.

OVER 10,000 CHILDREN SURVIVE ON THE STREETS OF TANZANIA

We work in East Africa, where children alone on the streets are frequently regarded by society as a nuisance that must be tolerated - a 'problem' rather than vulnerable children who desperately need help and support. Many are treated as criminals and locked up with adults, where they are subjected to further violence and sexual abuse.

Our pioneering work enables us to get to children before the streets get to them.



WE KEEP CHILDREN OFF THE STREETS FOR GOOD

WE DO THIS IN THREE WAYS

ON THE STREETS

We race to reach a child on the streets before abusers, drug dealers and traffickers do. Finding them shelter, food and support is the first step.

IN COMMUNITIES

We work with families, neighbours and wider communities to raise awareness, change perceptions and to help all children get the support they need to stay safe.

WITH GOVERNMENTS

If the system doesn't change, nothing does. We lobby governments, pressurise and campaign until we get the policy changes that keep children safe, well and off the streets forever.



WE WILL NEVER STOP FIGHTING FOR STREET CHILDREN. WILL YOU?

At Railway Children, we see ourselves as warriors, united in changing the long-term future for children living alone and at risk on the streets.

Our passion and values underpin everything we do. They unite us and provide the energy and optimism that drives us to work harder and harder for the children and young people we are privileged to help.

If you share our passion and our values, the chances are, you'll fit right in.

Effectiveness

Our work is constantly judged on results and impact and then assessed to ensure maximum return on investment, both in our programme outputs and financially. Every penny of donors' money is invested with care and attention to detail.

Innovation

We think outside the box, and are constantly reviewing our work to find new and improved ways of doing the best for our beneficiaries. We are a leader, not a follower and constantly push ourselves to deliver sector leading work.

Bravery

We are not afraid to push the boundaries, ask the tough questions, try new things or challenge the norm in order to change the world.

Honesty & Integrity

We will always act with integrity towards our supporters, partners and peers, acting in the best interests of our beneficiaries at all times.

Sound like you? Then read on...



THE ROLE

PROJECT TEAM LEAD

Salary: Competitive
Department: Programme
Location: Dar es Salaam, Tanzania
Responsible to: Programme Manager

JOB PURPOSE

The role of the Project Team Lead is to provide support supervision to the implementing team, oversee the planning of the day to day activities, and ensure project activities are being implemented to a good enough standard. The Project lead will directly supervise an implementing team of four and support in compiling weekly and monthly implementation reports.

KEY RESPONSIBILITIES

PROJECT PLANNING AND DEVELOPMENT:

- Coordinate project team members to plan and achieve project objectives.

PROJECT IMPLEMENTATION:

- Work collaboratively with the programme manager and team to maximize productivity
- Plan and coordinate a range of field activities based on the agreed work plan, including managing the day to day administration tasks of the project
- With support from M&E officer manage the project database and ensure data entered by your team are valid and up to date.
- Ensure monthly/quarterly plans, budgets and report are timely submitted to the programme manager
- Review and approve implementing team weekly plans
- Provide day to day support supervision to project team to ensure quality service provision.
- Coordinate weekly planning and monitor schedules and see that what is planned is being implemented.
- Compile weekly project reports
- Ensure smooth working relationship between Project workers;
- Ensure staff are supported to deliver quality results in all project implementation activities;
- Plan and coordinate any technical support required for the project from RCA team and other external trainers.
- With support from M&E Officer design, establish and manage appropriate tools, documentation and timeframe for monitoring and evaluations.
- Map-out and engage key stakeholders including DSWO for the successful implementation of the project
- Carry out additional tasks and functions as and when requested and instructed by your line manager.

SAFEGUARDING

- Ensure safeguarding policy, procedures and program standards are being adhered to in the course of project implementation
- In collaboration with the Child Protection Officer, support in reporting of safeguarding cases to relevant authorities and regulatory bodies including reviewing and ensuring proper documentation of cases.
- Support the implementing team in conducting risk assessments and put in place mitigation actions for implementation.

FINANCIAL MANAGEMENT AND ADMINISTRATION

- Oversee project budget including tracking spending including approval of travel requests and activity requisitions,
- Work with Project Accountant to ensure that project expenditure remains within budgetary line items and according to contractual agreements.

HUMAN RESOURCE MANAGEMENT

- Support in tracking performance of project staff by proactively addressing performance issues through regular 1 on 1, providing constructive and honest feedback, coaching and identifying staff development needs..

GENERAL DUTIES

- Uphold and work within RCA's policies and procedure;
- Actively promote and embody RCA's core values of Integrity, Bravery, Innovation and Effectiveness across the organisation and partners;
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

EXPERIENCE:

- Experience in a development context, preferably with experience working with Children and Youth working on streets (CYLWS) or other vulnerable children and young persons projects.
- The ideal candidate will have solid professional experience working in Project management and reporting,
- Excellent written, oral and presentation skills in English and Kiswahili
- Excellent people skills.
- Experience in training or coaching others is desirable
- At least two year experience in Project lead role or similar working with vulnerable children and families.
- A person who has experience and understanding of Child Protection and Safeguarding process who can handle sensitive and confidential issues with tact and diplomacy.
- Solution-oriented and flexible attitude with the ability to work proactively and take initiative
- Ability to build strong team relationships.
- Possess the requisite empathy, compassion and passion to address the needs and challenges of working with children and Young vulnerable adults.
- Demonstrable commitment to and the ability to uphold and promote RCA's core values of Integrity, Bravery, Innovation and Effectiveness in all activities

EDUCATION:

- Bachelor degree in social sciences, community development, project management, youth work, social care or equivalent from recognised university or college.

APTITUDE:

- Strong relational and communication skills
- Non-judgmental and open minded
- Ability to be creative and find positive solutions to problems;
- Knowledge and understanding of the issues facing vulnerable young people at risk in Tanzania;
- Knowledge of the range of support options and services for young people and families;
- Understanding of Child Protection including Safeguarding processes and procedures;



A GREAT PLACE TO WORK.

Railway Children Africa is an International NGO registered in Tanzania, no. 1563, as an affiliate of our parent company Railway Children UK.

Railway Children has been working in Africa for over 10 years. We continually strive to provide a positive work environment for all our employees.

This is an exciting time to be joining Railway Children Africa.

In the next five years we have exciting plans to upscale our work dramatically.

We will work in more locations than ever before, in Tanzania and across East Africa.

We will recruit more staff.

We will raise more than \$10 million.

And here's the best part, we will transform the lives of more than 12,000 of the region's most vulnerable children.

If you would like to be part of this exciting journey, we'd love to hear from you.



STILL INTERESTED?

HOW TO APPLY...

To apply for this position, please complete the application form at www.railwaychildren.org.uk/jobs and return it to jobs.mwanza@railwaychildren.or.tz
Please include job title applied for in email subject.
Please note that Railway Children Africa will only accept applications made using this application form and will not accept CVs, academic certificates or covering letters.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of background and reference checks including criminal records check.

Closing date: 24th June 2022 at 5pm East African Time.

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application. Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

THANK YOU.