

Job Title: Kenya Project Manager

Our client - an independent Christian charity, registered in England, which, since its public launch in 2019, has been working with church leaders from the Anglican Provinces of England, Scotland and Wales to equip them for missional engagement with their local communities, and to address the challenges of racial justice. The client is seeking a talented project manager, organizer and administrator to support the expansion of their work to serve the Anglican Church of Kenya (ACK) in partnership with the ACK.

Position Overview: The postholder will become our client's face and presence in Kenya and will enable them to establish pilot learning and development offerings for ACK Bishops and their spouses, and for ACK parish clergy and their spouses, facilitated by a small Kenyan team that the postholder will help to identify and gather in consultation with the Executive Director.

These learning and development offerings will be focused on better resourcing leaders for handling internal church tensions, inter-tribal conflict, and inter-faith conflicts, so that these ACK leaders and their churches can be strengthened for their ministries and mission and can thereby provide a more faithful witness to the gospel of Jesus Christ and greater evidence of the peaceable kingdom of God here on earth.

The postholder will report to the Executive Director.

Location: Nairobi

Job type: 18-month contract

Salary: Kshs. 225,000 - 250,000

Key Responsibilities:

○ **Office and Organizational Management**

- Establish weekly and medium-term work priorities in consultation with the Executive Director; and then manage your own workload with minimal supervision.
- Manage a set of work projects using the online Monday.com project management software (for which training will be given).
- Participate in a pattern of regular check-ins, monthly online staff meetings, six-monthly online self-appraisals, and annual performance reviews.
- Handle email exchanges, WhatsApp messages and phone calls with contacts, including staff, Trustees, ACK Bishops, clergy,

spouses, and diocesan staff, and external suppliers, such as conference center employees.

- Maintain a database of Kenyan contacts on Airtable, internal database software, ensuring compliance with legislative requirements (for which training will be given).
- Submit quarterly staff and financial reports, for Trustee meetings, and attend part of those meetings remotely, via the Zoom platform.
- Establish the need for a Kenyan bank account, and how to take this forward; or what alternatives might work for managing the client's expenditure in Kenya.
- In consultation with the client's Communications Lead, offer Kenyan content for various social media channels: Facebook, Instagram, Threads, LinkedIn and X (formerly called Twitter).
- Develop a mailing list of Kenyan contacts and supporters, via MailChimp; prepare content, for approval by the Executive Director: and send out a regular (e.g. quarterly) newsletter (for all of which training will be given).
- Coordinate with the organization's Kenyan Associates, including in due course, holding regular (e.g. quarterly) online meetings with them; and explore hosting an annual in-person gathering.
- Identify training opportunities for personal professional development.
- Carry out such other tasks as may reasonably be required within the capacity and experience of the postholder, relevant to the client's purpose and needs.

○ **Event and Network Coordination**

- Sign notes, agreements and contracts entered into by and on behalf of the client, as approved by the Executive Director or Administrator.
- Establish and maintain contact with Kenyan program applicants.
- Book conference centers and other venues for event bookings.
- Assemble training packs, resources, and other practical information.
- Set up and manage email group lists, in Outlook; manage projects via Monday.com; and manage shared files on SharePoint and YouTube.
- Arrange and facilitate meetings using Zoom, Teams or WhatsApp platforms.
- Help to organize any day or regional conferences, and attend in person.

- Attend at least one day of each of residential learning programs held in Kenya each year, to gain exposure to program content, and to meet program participants in person.

○ **Financial Administration**

- Maintain accurate financial records and reconcile accounts using Xero, (for which training will be given); and manage the Kenyan bank account, if opened.
- Arrange prompt payment of all approved Kenyan invoices issued to the client, first ensuring that there are sufficient funds available.
- In conjunction with the Treasurer and Administrator, prepare an annual Kenyan budget for the Board of Trustees, along with any requested longer-term financial models.
- Support the Administrator and Treasurer in preparing the end of year accounts.
- Keep track of Kenyan donations received by the client, both directly and via any online service, and send prompt messages of thanks for one-off and regular donations.

Person Specification a. Knowledge

- i. A Bachelor's degree in a suitable area of study, such as business studies, public administration, organizational studies, or another area of study whose relevance can clearly be linked to this role.
- ii. An understanding of what it takes to run a small organization.
- iii. An understanding of a range of computing software, including Microsoft Office 365 applications and programs (such as Word, Excel and SharePoint), an accounting package (ideally Xero or similar); and of online services for managing workflow and storing databases (such as Monday.com and Airtable, or similar).
- iv. An understanding of core accounting methods, and of online banking procedures.
- v. A thorough and sound understanding of systems and ways of working within the Anglican Church of Kenya (ACK).

b. Experience

- i. The postholder will have at least five years' working experience, including experience of setting up a new project; and, ideally, also of acting as the public face of an organization.
- ii. Solid experience of undertaking diverse administrative tasks and of managing a wide range of office-based tasks.

- iii. Experience of organizing or managing events, such as group residential conferences.
- iv. Experience of managing your own workload without the need for extensive supervision, ideally including experience of lone working from home or another location.
- v. Proven experience of handling finance and accounts competently and honestly.

c. Attributes & Skills

- i. The postholder will need to be a Kenyan citizen with the right to work in Kenya; and, ideally, with a letter of commendation from the Bishop of the ACK Diocese where they live.
- ii. Sympathy with the Christian vision, goals and values of the organization, and a commitment to embodying these publicly; and, ideally, a willingness to participate in times of staff prayer and Biblical reflection.
- iii. Strong verbal and written English language skills.
- iv. Proven ability to work as part of a small team, including, ideally, of a team working remotely from one another.
- v. Ability to interact appropriately with people from a range of cultures and contexts, including both East African and European.
- vi. Ability to interact with people of seniority, such as Bishops and their spouses, and parish clergy and their spouses, without being intimidated, but appropriately assertive – while also being diplomatically understanding.
- vii. Ability to manage your own workload without supervision, and to prioritize between a range of tasks.
- viii. Strong computer skills, including ideally the ability to touch-type, and importantly the capacity and confidence to learn and use new computer software and apps.
- ix. Creativity in solving work-related problems.
- x. Flexibility in approach to work, and a willingness to respond occasionally outside regular working hours.

If you meet the criteria for the role, register and apply at <https://ekogglobal.com/>

Your application must be received by Wednesday 30th April 2025 at 5 pm (EAT) to be considered.

Only shortlisted candidates will be contacted.

