



KENYA Country Director

Job Title:	Country Director
Group:	Programmes
Job Function:	Director
Reporting to:	Deputy Director of Programmes
Location:	Nairobi, Kenya
Working Pattern:	Full-Time

ABOUT LUMOS

Lumos is an international children's charity founded in 2005 by the author J.K. Rowling to end the harmful practice of institutionalization of children. Lumos's mission is to fight for every child's right to a family by transforming care systems around the world. Our vision is for all children to grow up in safe and loving families.

Despite clear evidence of the harms of institutionalization, an estimated 5.4 million children worldwide continue to live in institutions. Separated from their families and communities, these children are deprived of the love, attention, and opportunities they need to thrive. Our three-pronged approach is to prevent family separation, to protect children and to promote care reform. We've made important progress in closing harmful institutions and reuniting children with their families. And where children are unable to live with their birth families, we promote alternative family-based care, such as kinship care and quality foster care. Thanks to our tireless efforts alongside many other champions of care reform, the harms of institutionalization are now more widely understood. A global movement is underway and the UN, the EU and some large development agencies have joined individual countries in pledging to change how they care for vulnerable children. We are committed to ensuring that global policy commitments are translated into local action, leading to sustainable change for vulnerable children.

Lumos has been active in the Republic of Kenya since 2018. Since its inception in Kenya, Lumos has actively participated and collaborated with the Government and Key partners in the promotion and development

of the Care Reform Agenda. Moreover, Lumos' contribution, alongside the contribution of others, is acknowledged in the National Care reform Strategy for Children.

Additionally, Lumos is one of the core organizations that is now supporting the implementation of the Care Reform Strategy in Kenya. Lumos serves in different National Technical Working groups that have contributed to the development of care and protection related policies and reform support documents. Currently, Lumos Kenya is supporting the implementation of the care reform strategy in Embu County and has plans to scale up care reform in the Eastern region of the country.

In line with this momentum Lumos is expanding its contribution to the implementation of childcare reform in the Republic of Kenya. In the view of this goal, Lumos is now seeking to hire a Country Director to lead the Kenya country office whilst ensuring that the management and quality of the programme remains at a high standard.

Find out more about our work at www.wearelumos.org

JOB PURPOSE

The Country Director is responsible for developing and delivering Lumos' programme in Kenya. The post holder is responsible for the overall strategic leadership for the Lumos Kenya programme and relations with national and sub local government officials. The Country Director will work closely with key partners in Kenya and the UK Head Office to deliver Lumos' mission, vision and Strategy. The role will require a certain amount of travel, within the country, across African Countries and to Lumos Head Office.

Strategic Leadership & Representation

- Representing Lumos as Country Director to all National and regional local authorities, county and international organisations in the Kenya
- Act as Lumos UK's senior representative in Kenya to ensure all relevant regulatory and legislative requirements are met, including data protection, health and safety, and risk management;
- Representing Lumos in key Kenya and African wide initiatives, networks and coalitions around care reform, child protection and child rights;
- Contributing and shaping continental initiatives around care reform and children without parental care, working closely with Head Office' advocacy team;

Programme and Lumos Team management

- Oversee the design, implementation, monitoring and evaluation of the Lumos Kenya strategy, programme and projects, ensuring their effective implementation.

- Managing the delivery of Lumos's objectives in the Republic of Kenya in accordance with Lumos' programmatic and advocacy objectives, funder requirements, and Lumos's overall mission on prevention of separation and family strengthening, alternative family and tracing, reintegration and transitioning from institutions to family and community-based care
- Organizing, managing and monitoring all the activities, outcomes and key performance indicators for the Lumos Kenya team in accordance with Lumos policies and practices and reporting these as required;
- Contributing to the dissemination of Lumos' programme results, nationally and internationally;
- Ensuring internal communication, cooperation, and collaboration of the Lumos Kenya team.
- Managing high-quality operations of the Kenya office, such as HR, finance, security, operations and logistics, and when required support other Lumos Country Offices.
- Managing the members of the team and developing to enable them to achieve their objectives and aspirations. Empowering employees to take responsibility for their jobs and goals. Delegate responsibility and provide accountability and regular feedback;
- Connecting with and work collaboratively with the rest of the Lumos family.
- Providing oversight and direction to employees by the organisation's mission and values;
- Ensure that all staff and consultants work in a way that protects their personal safety and security through the implementation and recording of risk assessments and other records as needed;
- Ensuring compliance with Lumos' procedures and policies; Work closely with staff at Headquarters to ensure operational activities (HR, Finance, Security) are carried out in line with Lumos' and local policies

Partnerships & stakeholder engagement

- Identify, build and maintain effective relationships with Government officials, international and national partners, CSOs, donors, local leaders and others to enhance Lumos' visibility, reputation, influence and impact and strengthen collaboration.

Safeguarding & reporting

- Maintain the highest standards of safeguarding for children, vulnerable adults and, where appropriate, their families, carers or advocates;
- Provide reports and other data to Lumos UK for the purposes of governance, internal assurance, external audit and compliance;

Communication, Fundraising

- Identifying, scoping, prioritising and highlighting opportunities for the Kenya team, which could be translated into proposals for restricted funding, in collaboration with Lumos fundraising teams;

- Collaborate with colleagues in Communications, Advocacy and Fundraising to share the impact and successes of Kenya programmes and approaches with key external audiences;

KEY OBJECTIVES

- To ensure that the Kenya programme is well designed and delivered; influencing child protection, childcare, education and health policies, practices and funding within the country to support children and families;
- To ensure effective future planning for Lumos' work in Kenya to lead and oversee the delivery of the objectives and key activities of the Programme Implementation Plans;
- To ensure that the budget for Kenya is planned and expended appropriately for the key activities, aligned to any relevant funding/contractual requirements, Care Reform Strategy and exercises effective financial control;
- To ensure the appropriate involvement of children and young people in Kenya country Programme's work;
- Working closely and collaboratively with the Evidence, Advocacy, Communications, and Technical Experts to ensure the high-quality planning and implementation of Lumos Kenya Programme;
- To work closely with the PMO/MEAL team to ensure a program of monitoring and evaluation is established and delivered, including to the Board of Trustees in the UK;
- To share best practices from Lumos' work in Kenya, Nationally, Continentally, and internationally
- To ensure all work is completed safely and ethically in line with Lumos policies, including the Global Policy for Safeguarding Children and Adults at Risk and the Protection from Sexual Exploitation and Abuse (PSEA) Policy and to ensure safeguarding practices are effectively embedded in all work.

ADDITIONAL RESPONSABILITIES

Contribute to exchange experience with Lumos other country Programmes.

Other tasks as reasonably required by the Lumos management team.

Person Specification:

Lumos is seeking a senior professional with extensive experience in programme management and delivery and substantial experience in leadership roles. The individual will represent the organisation at the country level and within the region to promote Lumos' mission and vision. The candidate needs to be flexible, hardworking and have substantial experience in the field of child rights protection.



PERSON SPECIFICATION CRITERIA

Knowledge/Skills		
	Essential	Desirable
• Excellent written and verbal communication skills	✓	
• Demonstrable ability to represent Lumos' at the highest level, showing a commitment to Lumos' mission, vision and values	✓	
• Implementing child and young person-centred programmes, applying safeguarding and accountability mechanisms	✓	
• A wide-ranging knowledge of the principles and practices of child protection and quality care of vulnerable children.	✓	
• Excellent organisational management skills	✓	
• Highly organised, with strong planning skills and the ability to meet challenging deadlines while working on multiple tasks at the same time	✓	
• Master's degree in social sciences, Management, Public Administration, or related fields	✓	
• Good knowledge of Kiswahili English, both written and spoken	✓	
• Administrative skills (good knowledge of Microsoft Office – Excel, Word, PowerPoint)	✓	

Experience		
	Essential	Desirable
• Solid experience in managing a team(s) and/or a leadership role in an international setting	✓	
• Evidence of working collaboratively and successfully involving key internal and external stakeholders	✓	
• Experience/Evidence in reforming health, education care and social services for children including prevention of separation of children, family strengthening and childcare system reforms	✓	

• 5 Years experience of managing programme delivery in childcare and child protection and/or related fields	✓	
• Demonstrable experience in effective budgetary control	✓	
• Experience in advocating successfully for policy change at the governmental level	✓	
• Prior experience in public speaking and advocacy or lobbying amongst key external stakeholders.		✓
• Experience in developing interventions, programs, training, research, and publications		✓
• Experience in working in with high-risk families, vulnerable groups communities		✓

Personality/Characteristics		
	Essential	Desirable
• Good interpersonal and communication skills and the ability to work with a wide range of contacts	✓	
• Ability to work calmly and creatively and to respond to a dynamic and changing environment	✓	
• Strong capacity for planning and focus on achieving results and meeting targets	✓	

SAFEGUARDING STATEMENT

Lumos recognises that the rights of safety and security are aligned with its core mission of ending institutionalisation. Effective and robust safeguarding sit at the heart of our mission and values, and accordingly, Lumos is committed to ensuring the safety and protection of children and vulnerable adults in all its work. We expect all staff, associates and volunteers to share this commitment. Lumos will carefully screen all applicants and any offers of employment are subject to appropriate employment and background checks, as well as suitable references from previous employers.

Lumos is committed to ensuring the safety and protection of children and adults at risk in all of our work. All staff and associates must:

- Carry out all duties with an awareness and understanding of the Safeguarding requirements within their area of responsibility.
- Ensure work complies with all safeguarding policies and procedures that apply to the role.
- Ensure that their behaviours and actions support the safeguarding of children, young people and adults at risk as appropriate.

Additionally, the Country Director is expected to:

- Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained within the area of responsibility;
- Manage and update the standards as appropriate to the role;

- Safeguarding standards are monitored and maintained in compliance with organisational policy; and
- Appropriate safeguarding training is provided, and standards are reviewed and updated as required.

PSEA STATEMENT

Lumos takes an approach of zero tolerance towards all forms of bullying, harassment, sexual exploitation and abuse or any other form of maltreatment, whether towards children, adults at risk, colleagues or anyone else.

The conduct expectations for staff, associates, partners and contractors set out in Lumos policies, including on PSEA, applies at all times, both during and outside working hours, as outlined in Lumos Code of Conduct. This policy should be shared alongside Lumos wider safeguarding policy to ensure a thorough understanding and shared commitment to inclusive and respectful environments that prevent SEA as well as other forms of harm and abuse.

EQUALITY, DIVERSITY AND INCLUSION STATEMENT

Lumos is wholly committed to equality, diversity and inclusion and against all forms of discrimination. We are committed to creating and sustaining a positive working environment that encourages, supports and gives a voice to all, so that we can best support the children we serve.

We must ensure that all staff are equally valued, included, empowered and respected across the organisation and in everything we do. Lumos is fundamentally built on diverse, multi-national and multi-cultural teams.

This is something we cherish as a key strength and an integral part of our identity. Our organisation values and celebrates the diversity, culture and experience of each member of staff, provides equality of care, and support to everyone.

We pledge to listen carefully, to educate ourselves continually, to promote open dialogue, and to seek out and deal with discrimination and prejudice wherever it occurs in Lumos.

OUR VALUES

Children are at the heart of everything we do. Every child needs love and care in order to flourish – and we're proud that this is reflected in the values we hold within our organisation. We want to see all children grow up in safe and loving families. Our core values drive us forward in our vision, underpin every aspect of our work and strategy and are critical to helping us maintain a thriving and effective organisation. By making sure every individual feels valued and empowered, we can bring about the very best outcomes for the children we serve.

- We embrace **COLLABORATION**
- We strive for **EXCELLENCE**
- We show **RESPECT**
- We always **CARE**
- We are **PASSIONATE**

WE ARE LUMOS

