



The Keppleway & Bethesda
Projects
Burundi Link
Registered Company No. 2675957
Registered Charity No. 1015762



Job Description

Development & Project Manager for The Bethesda Project Burundi (Sending Agency The Keppleway Project UK working in Partnership with The Bethesda Project Burundi)

1. Introduction

The Partners

The Bethesda Project – A Christian, accessible, inclusive outdoor activity and training provider currently operating in the Diocese of Musinga, Burundi – but planning to expand nationally. The Bethesda Project was established in June 2008 and the Project formally launched in February 2011 and it is founded on a commitment to work with disabled and non-disabled people.

The Keppleway Project – A Christian, accessible, inclusive outdoor activity and training provider operating in The Lake District in the Diocese of Carlisle, UK. The Keppleway Trust was established in 1994 and the Project formally launched in October 1996 and it is founded on a commitment to work with disabled and non-disabled people.

We are working in partnership sharing a similar vision that stems from a common motivation and ethos, with a methodology that is adapted to be appropriate in each individual context.

Background

Bishop Eraste Bigirimana, from the Diocese of Musinga in Burundi, visited Keppleway in February 2007, as part of a UK tour organised by Lambeth Palace. Ongoing communication between Keppleway and Bishop Eraste resulted in Peter Sanders, the Project Director of Keppleway and Stephen McIlhenny visiting Burundi in June 2008 to develop the link. Following that visit and extensive talks a formal partnership has been established between the two Projects. Stephen & Lucy McIlhenny have been working in Burundi since January 2010, on a two year placement, and The Bethesda Project was formerly launched in Musinga 09 February 2011.

Vision

Our vision is to change the lives of peoples disabled by: physical or mental condition, social, economical or political environment, persecution or ethnical division and to challenge their social exclusion through inclusive outdoor activities and training. We aim to treat everyone as equal under Christ.

Motivation

Our motivation is the Biblical teaching of the acceptance of all people, “Accept one another, then, just as Christ accepted you, in order to bring praise to God.” Romans 15 v 7 and the healing at the pool called Bethesda John 5 v 1-8.

Ethos

The two Projects share a common Christian ethos founded on a commitment to bring disabled ('handicapped') and able-bodied people together as equal partners. Many disabled people view their physical or mental impairment as only part of the disadvantage they must face. How society views that disability is often a much bigger problem to overcome. It can lead to a lack of confidence, self-esteem and poorer job prospects. Others, disabled by: social, economical or political environment, persecution or ethnical division often share these experiences.

The two Projects aim to address these issues by providing opportunities that promote the principle of inclusion by advancing the education of disabled and non-disabled people together, particularly young people, through activities; the relief of poverty; the advancement of Christian teaching and the promotion of social inclusion of all disabled and non-disabled people.

Methodology

We aim to put our faith into action, based on Christ's teaching, to provide fully accessible activities and training with the necessary resources and staff to enable disabled people to be included alongside non-disabled people and we encourage volunteers to help in the running and development of our Projects.

Disabled people use their own strengths and abilities to overcome physical and mental barriers. Our challenging outdoor activities and disability awareness training for disabled and able-bodied people develops social integration and breaks down prejudice and misunderstanding. In developing a team spirit, encouraging self-esteem and the appreciation of others, we hope to be a catalyst in tackling social exclusion and enable all to become part of the solution within their own communities. The Keppleway Project has a proven track record of participant's enjoyment and satisfaction in this and this approach in Burundi is already proving to be of great value in the process of healing a nation and people ravaged by warfare and racial division as has been the case in Burundi.

We promote our Christian ethos of inclusion through our activities and training offered to the voluntary, statutory, business and NGO sectors in the UK and Burundi.

2. Qualifications/Experience

It is envisaged that this post maybe a single person post or a joint or shared post/job share (couple).

This is a pioneering role and requires the ability to work and communicate competently within different cultures and with a wide variety of people including: people with disabilities, young people, bishops, business personnel, public figures, media personnel, donors and members of the public. You will have proven skills and experience of working in developing countries, ideally in Africa, general management and administration: be computer literate, able to use E-mail, Word, Excel, Databases and other appropriate computer programmes.

The ability to work under pressure is essential, as is the ability to be both innovative and flexible. Some experience of working with or some direct personal knowledge of people with disabilities would be an advantage and a willingness and interest to work in the disability field is essential.

Some experience of income generating and or fundraising will be an advantage as you will be required to do this for and on behalf of the Projects and specifically in relation to your own support. Similarly some experience of managing a building project would be an advantage as it is expected that The Bethesda Project will develop and expand to require further building to accommodate its aims.

The ability to speak French would be an advantage but appropriate training will be provided if necessary. There is an expectation that basic Kirundi will also be learnt.

Similarly an interest and experience in outdoor activities would be an advantage and certainly a willingness to participate will be necessary.

Commitment to the Christian faith, and the aims and ethos of the two Projects is essential.

3. Main Purpose Of The Job

This is a pioneering, developmental role in a young project looking to consolidate the work already established and expand it into the burgeoning links and partnerships currently being developed and also into new ventures not yet thought of!

You will manage and facilitate the development of The Bethesda Project: maintaining and developing the partnership with the Diocese of Musinga and The Keppleway Project and any other significant relationships, links and partnerships with other parties as appropriate. This will be done in conjunction with the Bishop of Musinga and the Project Director of The Keppleway Project and any others as appropriate.

You will be responsible for all staff and volunteers working with The Bethesda Project.

4. Main Duties And Responsibilities

1. Spiritual

Be committed to the development of a firm Christian framework for the work and to participate in the daily prayer life of the Projects.

2. Core Tasks

- a) Manage The Bethesda Project and its general administration maintaining and developing its links and partnership including arranging meetings and appointments to facilitate its development, and comply with any appropriate legislative and good practice requirements.
- b) Appoint any UK/International staff and volunteers and assist the Bishop of Musinga in the appointment of Burundian staff and volunteers for The Bethesda Project
- c) Supervise and oversee all staff and volunteers and be directly responsible for their regular supervision, professional development and annual appraisal.
- d) Ensure the production of risk assessments, safety guidelines, emergency procedures etc, ensuring that all staff, volunteers and guests are appropriately cared for in safety.
- e) Work to generate income through fundraising and marketing of the Project's activities. Also specifically fundraise for your own support.
- f) Ensure the Project is appropriately equipped with any required equipment, materials and kit. Maintain in good order all the Project's property and plant and recommend, order and replace equipment etc as necessary.
- g) Liaise as appropriate with other churches, agencies, organisations, NGOs, visitors, volunteers and supporters of the Projects promoting and representing the Projects' interests.
- h) Be responsible for the production and maintenance of information and statistics to co-ordinate the production and circulation of: the quarterly Prayer Diary/Newsheet, an Annual Report, leaflets, brochures and any reports and policy documents as appropriate and directed.
- i) Maintain and develop the Project's IT systems including maintaining the Bethesda Project website, database and files and source appropriate technical support as required.
- j) Be involved with the delivery of instructed activities and disability awareness training as appropriate.

3. Finance

- a) Prepare figures for: cash flows, budgets, audit and any other financial reports as appropriate and as required for approval and monitor them throughout the year, preparing monthly management accounts as required.
- b) Ensure the processing, recording and monitoring of all financial transactions as appropriate in accordance with the Project's financial guidelines and policies, ensuring the safe keeping of the Project's property and money as required.

4. Staff Meetings/Communications

Hold, chair and attend any staff and team meetings and any other meetings as required and as appropriate. Attend Diocesan, Management and Trust meetings as required and as appropriate. Give clear and accurate verbal and written communications.

5. Reports

Draw up and present verbal and written reports as required and as appropriate.

6. Responsible To:

Be directly responsible day-to-day to the Bishop of Musinga as Line Manager, from whom regular supervision will be received, and the Project Director of The Keppleway Project as appropriate who with the Bishop of Musinga will be responsible for your annual appraisal, and any others as appropriate.

7. Hours Of Work

The post is full-time and you will average 40 hours per week, usually Monday – Friday, though the demands of the work will also require you to work evenings and weekends.

8. Annual Leave

Annual leave entitlement is 25 days (in addition there are 8 statutory public holidays in the UK, though these may need to be taken on other than the designated days). Plus it is understood that you will spend up to two months in any one year on furlough visiting friends, family and supporters of the Projects as approved and as appropriate.

9. Sickness

Absence from work due to sickness to be reported on the first day of illness (or as soon as possible) to the Bishop of Musinga or, in their absence, or if appropriate (in the UK) the Project Director of The Keppleway Project, and you will produce any required medical certification as appropriate.

10. Training & Development

Attend training courses and conferences and seek to gain any qualifications that are relevant to the work and as approved by the Bishop of Musinga or the Project Director of The Keppleway Project as appropriate.

11. Policies

Adhere to all policies laid down by the Projects both in Burundi and the UK. Prepare, monitor and manage any policies and good practice guidelines of the Projects as appropriate.

12. Other Duties

The duties and responsibilities described above are intended as a general guide to your role and scope of your duties and responsibilities and are not an exhaustive list. You will need to be flexible in responding to the demands of the work and any requests of the Bishop of Musinga or the Project Director of The Keppleway Project as appropriate and may be asked from time to time to carry out other duties and responsibilities commensurate with your role. Usually this will be from the Bishop of Musinga or the Project Director of The Keppleway Project as appropriate, or perhaps in their absence another Bishop of The Anglican Province of Burundi, or from the Trustees and/or the Directors of The Keppleway Project.

14. Medical/Criminal Records

Your role will be subject to the satisfactory conclusion of an Enhanced Criminal Records Bureau disclosure (UK) and any appropriate request by the Projects for information relating to your medical history or any criminal record. This will be dealt with confidentially.