



VACANCY
PROGRAMMES MANAGER
FULL-TIME FIXED TERM TO 30 JUNE 2023

Background

Equals Inc. is a non-governmental organisation founded in 2013 working to promote human rights, sexual reproductive health, strengthen community engagement and capacity and ensure stigma free access to services of the LGBTQ+ community. We strive to achieve this through community empowerment, education, networking and rights-based advocacy.

In June 2017, Equals opened a community center with support from the USAID/PEPFAR funded project LINKAGES to provide HIV/STI testing and psycho-social support to MSM (men who have sex with men) and transgender persons. Equals utilised this opportunity to provide a safe space for the LGBTQ+ community and conducted various social events, support groups and workshops for the community. In July 2020, support through LINKAGES for this community site, now officially named The Safe Space, ended.

Through the COVID-19 pandemic Equals has been working tirelessly to ensure that they do not lose The Safe Space during the fallout of the pandemic. These efforts included contributions from various small grants and donations, having to charge a nominal fee for services, and a generous contribution from SHE Barbados towards the rent through their MADRE funded project from September 2020 – August 2021.

In March 2022, Equals was granted a subvention from the Ministry of Health and Wellness to contribute to the operation of the STI clinic. This subvention allows Equals to onboard full time staff to manage the operations of the clinic, as well as the day-to-day activities of The Safe Space.

The Role

This is an exciting opportunity for a passionate and dynamic mid-level programme management or advocacy professional to join a small, creative, and influential NGO in providing services, information, tools, and safe spaces to LGBTQ+ people that will improve their standard of living in a society that stigmatises and discriminates against them.

The Programmes Manager will be responsible for the effective planning, monitoring and delivery of various programmes that Equals conducts to achieve its goals as an organisation. While the Programmes Manager will be responsible for the Programmes listed below, there may be additional projects that Equals receive grants for that the Programmes Manager will also be responsible for.

The Programme Manager's work will focus on the effective monitoring and delivery of the following programmes;

1. *Sensitisation Trainings to Businesses and Corporate Entities*



In 2020, Equals developed the Caribbean Inclusion and Diversity Training Manual, which is utilised for all sensitisation training conducted. In August 2020, the government of Barbados passed the Employment (Prevention of Discrimination) Act which protects against discrimination in the workplace based on their sexual orientation. Equals played a pivotal role advocating for this inclusion to ensure protections of the LGBTQ+ community, but to further ensure that workplaces are safe for the community, there still needs to be a level of education on stigma and discrimination in the workplace before they are truly safe. Equals has already conducted this training to various small and large businesses. The Programme Manager will therefore be responsible for;

- i) Promoting the training to business and corporate entities
- ii) Organising logistics of the trainings including, but not limited to; scheduling the training sessions, preparing material, allocating facilitators, facilitating the sessions is necessary, etc.
- iii) Modifying the source material as necessary to include modules suitable for the audience or around current affairs

2. *Creating Safe Spaces / Engaging with Community*

One of Equals' main goals is to create safe spaces for the LGBTQ+ community. This was made difficult due to the COVID-19 pandemic as physical gathering was limited. With the lifting of those restrictions, in person activities are once again possible. Equals has begun creating various spaces already. These include; a) partnerships with ally bars (who have already had sensitisation training), b) the beginning stages of a Ballroom scene and c) various socials at The Safe Space. The Programme Manager will therefore be responsible for;

- i) Work with partners to ensure these events continue
- ii) Gain feedback from the community to improve and develop further events

3. *Constitutional Reform Process*

Equals has collaborated with advocates and community members to develop a strategic plan around the Constitutional Reform Process, and was a part of a joint submission for the new Charter of Barbados. This led to the inclusion of sexual orientation and the differentiation of gender and sex in Article 1 of the Charter. Equals is currently supporting further actions within the Constitutional Reform Process and therefore the Programme Manager will therefore be responsible for;

- i) Arranging meetings with the coalition (in person or virtually)
- ii) Ensure actions allocated to Equals from the strategic plan are fulfilled
- iii) Be involved in any future strategic planning meeting
- iv) Ensure Equals makes a submission to the Constitutional Reform Committee

4. *Leading Additional Grant Funded Projects*

The majority of Equals' funding pre-2022 has been from grants from international and regional donors. These donors have included USAID, PEPFAR, CVC, CPDC, UNDP, PADF and Kaleidoscope Trust. The objectives of these grants have varied from improving access to



services, engaging and sensitising stakeholders and service providers, and research, to name a few. While Equals has no projects lined up currently for 2023, opportunities for grant funding is continuous and therefore the Programme Manager will therefore be responsible for;

- i) Writing proposals (with the assistance from the proposal writing committee)
- ii) Manage the donor funded projects (ensuring activities are completed, the budget is followed, reports are submitted, etc)

While the position is only for a 6 month period, the length of the contract depends on the success of the programmes mentioned above. The Programme Manager will report to the Executive Director.

Key Responsibilities:

Programmatic Management

1. Lead the effective, timely and on-budget implementation of the programmes, following any donor requirements and organisational rules and regulations
2. Work with the Financial Officer and Treasurer to manage budgets in line with principles of proper financial oversight and in compliance with contractual and legal obligations and organisational policies and procedures
3. Prepare and update monthly and quarterly plans and track programme deliverables against objectives and outcomes in collaboration with the Executive Director
4. Ensure the timely delivery of monthly and/or quarterly narrative and financial reports in line with standards agreed and to meet overall programme monitoring and evaluation needs
5. Conduct regular risk assessments and reviews and appropriately escalate critical issues, suggesting mitigation strategies to remedy risks
6. Work closely with other Equals staff Board members and partners, to ensure cohesion, consistency, and the successful delivery of the programmes
7. Commission and work closely with consultants as relevant and oversee the delivery of their work, in line with Equals' procurement obligations and procedures and to ensure high-quality output and value for money
8. Work with the Public Relations Officer to ensure relevant, detailed documents and communications for various stakeholders are issued in a timely fashion and in alignment with Equals's public affairs and communications work
9. Ensure effective monitoring and evaluation arrangements are in place and carry out continuous programme cycle monitoring, facilitating internal and/or external evaluations as deemed necessary
10. Liaise regularly with and maintain feedback from members and partners

Programmatic Delivery and Strategy

1. Provide overall leadership, strategic direction, and technical oversight to the delivery of the programmes under their responsibility, in close collaboration with other Equals staff and Board Members
2. Support Equals' Board on the ideation and development of programmatic strategy in response to changes in global context and in line with Equals' principles and objectives



3. Work with the proposal writing committee to develop proposals for solicited and unsolicited funding
4. Lead and monitor the gathering of evidence to inform research and improve programme implementation through monitoring and evaluation

Advocacy

1. Establish and manage positive relationships with local, regional and international partners
2. Advocate on behalf of the clients and LGBTQ+ community for improved human rights where necessary.
3. Represent the organisation at national, regional and international stakeholder meetings related to human rights issues of the LGBTQ+ community.

Skills and Competencies

We are looking for someone with demonstrable experience working in a relevant sector who can demonstrate;

Experience with:

- Planning and successfully delivering projects, programmes or campaigns relating to human rights or social change
- Working in cross-cultural environments with a range of partners with different backgrounds and at different levels.
- Activity-based budget development, management and reporting
- Commissioning and managing the work of consultants/technical assistance components
- Developing results frameworks/log frames or other reporting frameworks and supporting the identification and gathering of appropriate evidence
- Successful management of safeguarding considerations, especially as relating to vulnerable adults
- Writing proposals for grant funding as well for unsolicited sources of funding

Knowledge and understanding of:

- How a human rights organisation operates in a local and regional context
- The root causes of exclusion, especially with regard to LGBT+ people, from a development and/or human rights perspective
- Intersectionality and how intersecting identities impact the lives of, and social issues faced by LGBT+ people
- Programme/project management methodologies
- Managing grant funding to a high standard and in line with contractual obligations
- Analysing data/inputs and writing detailed and evidence-based narrative and financial documents (including reports) to a high quality
- Risk management and mitigation, relating to both activities and finances

The candidate should be able to demonstrate the following personal qualities:

- Commitment to Equals' mission
- An open, adaptable and detail-oriented approach to delivering high quality programmes in collaboration with others



- Excellent written and oral communication skills, and able to convey complex issues to audiences with differing levels of knowledge
- Strong interpersonal skills, confidence working as part of a team and a proven track record of effective stakeholder relationship management
- Good time management and problem-solving skills
- Willingness to “pitch in” and support colleagues outside the parameters of the job description where necessary

Terms and Conditions

- This role is full time, on a fixed-term basis until 30 June 2023 (with possibility of extension contingent on funding).
- The salary is \$3,000 p.c.m.
- The post-holder is entitled to standard annual leave plus bank holidays.
- The post-holder will be managed by the Executive Director.
- The post-holder will be based out of The Safe Space or designated work location.
- Standard of 40 hours of work a week, with flexible work hours with possible requirement to work occasionally additional hours (which will accrue Time Off In Lieu).
- The post-holder must possess the right to live and work in Barbados for the period of the contract.
- Start date: January 1st 2023.

How to apply:

Email your CV and a two-page maximum covering letter explaining:

(i) your interest in the role of Programmes Manager, and

(ii) your relevant experience as per the skills and competencies outlined above.

to info@equalsbarbados.com with the title **Application: Programmes Manager**

If you have any queries relating to your application, you can also use this email, titling your communication: “Vacancy: Programmes Manager”.

Closing date: 16th December 2022. Interviews: via Zoom, week commencing 19th December 2022.