



**Terms of Reference:**

**Center of Excellence Programme Manager, Cafédirect Producers' Foundation (CPF)**

(Based in Nairobi, Kenya)

This is an excellent opportunity for a highly motivated, experienced programme manager to use their skills to bring an efficient and effective approach to the project management of a CPF programme in Africa and partially in Latin America the International Center of Excellence Network, a farmer to farmer knowledge sharing model through use of physical demonstration sites and lead/promoter farmers as trainer of trainers. The model aims to provide innovative solutions to challenges farmers face in tea/coffee quality improvement, environmental sustainability techniques and farm micro-enterprise creation.

The Cafédirect Producers' Foundation (CPF) is a small, fast growing entrepreneurial charity. We were set up by social enterprise Cafédirect plc in 2009 and work with a network of 280,000 small-scale farmers worldwide to develop innovative solutions to the daily challenges they face. In our programmes across Africa and Latin America, we aim to be innovative, entrepreneurial and participatory in everything we do. For example, we won the Google Impact Challenge in 2014 for our pioneering work to develop and launch WeFarm as an independent social enterprise and recently in 2015 the Global Resilience Challenge. We are now at an important stage of growth as we seek to scale-up our impact across Africa and Latin America.

<b>Job title:</b>	CPF Center of Excellence Programme Manager
<b>Reporting to:</b>	The CPF Africa Programme Manager in Nairobi, Kenya
<b>Location:</b>	Westlands, Nairobi, Kenya
<b>Salary:</b>	175,000 KES per month (Gross) + local benefits package
<b>Length of contract:</b>	1 year Full-time contract, with potential for renewal
<b>Start Date for Position:</b>	Immediately
<b>Application Closing Date:</b>	6pm on Monday 12 <sup>th</sup> December 2016

We're looking for someone who is:

- Comfortable working collaboratively as part of a small, dynamic, international team
- Passionate about CPF's model and approach
- Willing to try things and do things differently
- Adaptable and entrepreneurial, with a can-do approach and committed to going above and beyond the role's on-paper remit to ensure success.

**Key aspects of the role include:**

- Coordination of programme activities
- Development and monitoring of the programme's brand and service consistency across partners
- Driving demand from current and new customers for training services offered in the programme
- Supporting the CPF strategy focus with Producer partners, farmers, women and youth
- Supporting farmer led inperson and digital systems in the programme
- Development of the programme's business model
- Linking the Latin America and Africa partners to develop the programme's network internationally
- Line management responsibilities

**Characteristics and Skills of our ideal candidate would include:**

- Motivated by CPF's mission to work with smallholders in Africa and Latin America to develop innovative solutions to the challenges they face.
- A strong undergraduate degree (Business Management, Project Management, Development, Environment, Economics, Social Science etc)
- Knowledge of Farmer led approach and familiarity with smallholder farming systems and agricultural sector
- Some working experience, paid or un-paid in the public or private sector – preferably within the NGO or development sector
- Strong planning and organization skills, including the ability to organize workshops and meetings.
- Ability to be a self-starter and work independently, including in occasional situations where support systems and/or contact with the CPF team in the UK is minimal.
- Line management skills.
- Industry, initiative, enthusiasm and passion for international development
- Excellent English and Kiswahili language communication skills, written and oral
- Adaptability and flexibility
- Excellent IT Skills, particularly Word, Excel, Powerpoint and Access Applications

**If this sounds like you:**

Please send your CV, and a cover letter of a maximum 300 words, to us at:  
[info@producersfoundation.org](mailto:info@producersfoundation.org) by 6pm on Monday 12<sup>th</sup> December 2016

**Please note:**

- Only shortlisted applicants will be contacted