



THINK EQUAL Programme Director (ALAPE Region: America, Latin America and Peninsular Europe) Role profile

Introduction

THINK EQUAL is a global education initiative with a mission to ensure that Social and Emotional Learning (SEL) becomes a mandatory subject for all children in early years settings globally. SEL is the process through which knowledge, attitudes, values and skills such as emotional intelligence, empathy, self-awareness, self-regulation, social awareness, relationship skills and responsible decision making are developed.

To support governments and educators to achieve this mission, THINK EQUAL has developed a global SEL Programme for 3-6 years-olds. The Programme is constructed around teacher training, and the provision of narrative children's books, lesson plans and teaching resources, which provide the concrete tools educators need to teach SEL in a low-cost and adaptable format.

The THINK EQUAL Programme has a global presence across six continents (in 30 countries) and has undergone three randomised control trials in contexts as varied as Colombia, Botswana and Australia. There is a growing demand from other countries for the THINK EQUAL Programme and the organisation is now strengthening its team to be able to respond to this demand.

Purpose of the Role

To manage the development, implementation, monitoring and reporting of the Think Equal programmes across the ALAPE region. This role holds primary responsibility for (1) representing Think Equal and cultivating strong relationships with local authorities, and national government ministries (education and health primarily), and other stakeholders and (2) for the implementation and expansion of the Think Equal program with high quality and a long term sustainability strategy.

The Programme Director will oversee strategic planning, budgeting, implementation and reporting of programme implementation, team leadership, high-quality delivery, and sustainability efforts.

This role plays a critical part in embedding Think Equal within early years education systems across the **Americas, Latin America, and Peninsular Europe**, contributing to long-term programme sustainability.



Overall Reporting: CEO

Line Manager: CEO

Line managing: Regional and Country Leads and Managers

Contract: Part time consultancy agreement with 20 hours per week level of effort; Contract length of 12 months with the possibility for extension, subject to funding.

Contract Rate: Consulting Position, paid on an hourly basis. Compensation level available via email - bianca.fletcher@thinkequal.org

Work Modality: Remote

Location: Mexico

Responsibilities:

Line Management

- Provide leadership, supervision, strategic guidance and support to Regional and Country Leads / ManagersIdentify the needs for additional staff to support the implementation on the ground and participate in the corresponding recruitment processes.
- Continue existing and develop additional robust line management chains and practices within the ALAPE team.
- Foster a positive and collaborative work environment, promoting teamwork and effective communication among team members.

Partnerships Management

- Co-lead and support the business development strategy for the ALAPE region in close coordination with the CEO and the Business Development team.
- Leverage networks to secure and nurture robust relationships with central governments, local authorities and other stakeholders in line with the organization's strategy.
- Proactively engage and present the Think Equal programme to regional and national authorities to promote adoption and scale-up.
- Be accountable for the high-quality sustainable implementation of projects across ALAPE.
- Maintain timely reporting and communication mechanisms with donors (in close coordination with the CEO and the Business Development Team) and other stakeholders as agreed in MOAs and as needed.



- Communicate and liaise regularly with relevant stakeholders, representing the organisation when higher-level representation is needed.
- Coordinate with the communications and business development colleagues at Think Equal to raise the visibility of the programmes.

Programme Development and Implementation

- In line with the organizational strategy, when requested by the BD team, lead and supervise the development of project proposals and programme implementation plans and ensure their correct and effective implementation in cooperation with the ALAPE team.
- Oversee the budgeting of, costing, spending and reporting on programmes in alignment with the Think Equal finance policy and donor requirements.
- Provide regular status updates on the progress of the programme's rollout in the region.
- Lead the ALAPE team in their report preparation (narrative & financial), review prepared documents and ensure they are submitted to donors / for additional review in a timely manner.
- Facilitate the ALAPE call (held bi-monthly), the Global Programmes call (held monthly), and the Directors' call (held every two months).

Monitoring and Evaluation

- As a Program Director, support the strengthening of Monitoring Evaluation & Learning (MEL) tools in collaboration with the MEL Department and lead their effective use by the key stakeholders in ALAPE in order to ensure the sustainability of Think Equal.
- Work collaboratively with the Think Equal Chief Impact and Sustainability Officer (CISO) to develop effective ways of working and information sharing mechanisms between the ALAPE team and the MEL, Operations and Education functions within the Think Equal central team.
- Lead and supervise the program monitoring processes in ALAPE that provide useful information to ensure the long-term sustainability of the Think Equal concluded, pipeline and active projects.



Other

- Undertaking any other reasonable support, initiative and or activity as required (e.g., support specific projects as directed by the CEO and other appropriate members of the Senior Leadership Team).
- Think and operate creatively and with an entrepreneurial mindset about expanding, scaling, and generally ensuring that Think Equal's mission and strategy are successful.

Education and Experience

- Degree or equivalent in relevant fields, preferably in education, project management, business, economics, international affairs or development. (Essential)
- Master Degree in relevant fields, preferably Project Management, Public Administration, Nonprofit Management or Business Administration. (Essential)
- 7+ years of experience needed in programme/project management. (Essential)
- Proven experience of at least 2+ years in business development within the nonprofit sector (Essential) (BD experience within the education sector, especially in LATAM ideal).
- Proven experience of at least 5+ years in managing teams or personnel, with a demonstrated ability to lead, motivate, and develop staff members. (Essential)
- Administration and development in international development organisation/charity. (Desirable)
- Experience of monitoring and evaluating programmes of change. (Desirable)
- Experience of working in fundraising & communications. (Desirable)
- Ensure that at all times you take care of your health and safety and that of others by complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
- Comply with the policies and procedures of Think Equal at all times.
- Support the [mission and vision](#) of the organisation.
- Maintain confidentiality at all times and ensure compliance with data protection requirements.



- Contribute to close working relationships with all personnel and help to build an open and honest culture that facilitates learning, creativity and excellence.
- Undertake training as necessary in line with the development of the post.
- Understand and respond to the challenges of implementing an international programme of education.
- Carry out as directed, any other duties as required in addition to the above that will be both reasonable and within your capabilities.
- Develop and maintain accurate electronic and paper filing systems.

Competencies, Knowledge and skills:

- Bilingual (English & Spanish).
- Google workspace experience.
- Confidence working with excel / google sheets.
- Confidence and communication skills (including advanced external presentation skills).
- Ability to manage multiple deadlines and a wide range of stakeholders.
- Computer literacy and excellent communication skills. High proficiency in a range of PC/web applications, including but not limited to: MS Word, MS Excel, MS PowerPoint, Google Tools, and Monday
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.

Other

- Candidates must have access to a safe, quiet, and secure workspace with reliable electricity, internet and cell phone connectivity.
- Candidates must provide their own equipment as a consultant.
- Some international travel may be required.
- Some work outside standard hours might be required.

If you are interested in applying please complete the application link [here](#) no later than 31 December 12:00pm