



Signatur

*Signatur is the umbrella name
for KJCF's work for the
advancement of the art of music*



Registered Charity No. 1105797

PROGRAMME MANAGER OPENING

The Karlsson Játiva Charitable Foundation ('KJCF') www.kjcf.org.uk is a privately funded charitable foundation established in 2016. It has two main objectives. First, to take forward and support the work of organisations such as the Latin American Children's Trust ('LACT') www.lact.org.uk which since 2004 works with a wide range of partners in the Andean countries (Bolivia, Colombia, Ecuador and Peru) to transform and empower communities, particularly children and young people, through projects in health, education, protection and poverty alleviation. Second, with an initial focus on the UK and Sweden, to establish a new strand of work to support organisations who share our passion for music and who have the capability to reach across diverse segments of society to inspire quality music making and improve access to music from a wide range of genres. This second objective is being implemented through the Signatur programme operated by KJCF directly in the UK and by Signatur Foundation Sweden www.signatur.se in the Nordic countries.

KJCF is looking for a full-time Programme Manager to support the development and delivery of its charitable programmes run in collaboration with external partners based in Latin America, the UK and in Sweden. Reporting to the Board of Trustees, the successful candidate will be aligned to the vision and mission and will contribute to amplifying the key message and shaping the future strategy for both KJCF, LACT and Signatur.

Job Description

Key responsibilities

- To take the lead on day-to-day management of KJCF's direct charitable programmes and oversee those implemented by LACT and Signatur Foundation Sweden
- To capture and analyse information on the delivery of programmes and activities, including budget monitoring and impact measurement
- To ensure compliance with agreements, regulations and requirements attached to our grants
- To identify relevant programme delivery partners, build relationships and develop the existing partner network
- To report on the progress of the programmes at regular intervals to the Board and to present insights and opportunities for continual improvement
- To represent KJCF in various forums and undertake project visits in the UK and other programme countries
- To keep up-to-date with the political and security context in the programme countries

Required experience and skills

- educated to degree level, preferably in a subject relevant to the role
- at least five years' project management experience in the [UK] charitable sector and familiarity with the regulatory environment
- organisational skills with the ability to plan, prioritise, structure and manage competing work demands
- ability to communicate effectively both operationally and strategically
- IT skills commensurate with working in a modern office environment
- Cross-cultural sensitivity
- Proficiency in Spanish (oral and written)
- Ability and willingness to travel nationally and internationally



Signatur

*Signatur is the umbrella name
for KJCF's work for the
advancement of the art of music*



Registered Charity No. 1105797

Desirable

- tangible experience with the Latin American region
- a genuine interest and passion for wide ranging genres of music
- knowledge of Swedish or other Scandinavian language

The role will be based out of the London office and has an indicative salary range of £35,000-£41,000 per annum.

The closing date for applications is 3 December 2021. Please submit your cv and covering letter (one page max.) electronically to hr@kjcf.org.uk If you do not receive a reply within 21 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that KJCF will only provide feedback to shortlisted candidates.

For information about how we collect, use and store personal data, go to:

<https://kjcf.org.uk/wp-content/uploads/2021/09/KJCF-privacy-notice-September-2021.pdf>

If you want to change how we use your information, please get in touch with us by email on info@kjcf.org.uk