

The Karen Hilltribes Trust (KHT)



Programmes Officer

Position Overview

Title:	Programmes Officer (PO)
Responsible To:	The Director of KHT
Location:	Remote, UK Based - international travel to Thailand will be required up to 50% of the time.
Contract:	£22,000 per annum
Timeframe:	12 months (possibility of extension)
Probation Period:	Three months
Expected Start Date:	4 th January 2022 – start date can be flexible

Background

The Karen Hilltribes Trust (KHT) has worked in Northern Thailand for the past three decades. Our mission is to partner with Karen communities to improve their health, livelihoods, and access to education. By taking a holistic approach to the complex socio-economic issues at hand, we aim to achieve sustainable change by empowering Karen communities to improve their own lives.

As a community-led organisation, KHT's model starts and finishes with the Karen People of Northern Thailand. Our unique approach is based on the expressed needs of target communities and involves their local knowledge in all stages of our projects, including design, implementation, maintenance, and evaluation. Projects are focussed on promoting self-reliance leading to improved well-being, whilst helping Karen communities retain their unique identity and culture. Not only does this approach guarantee projects have a positive impact in the community, but also ensures community ownership and supports long-term sustainability.

Since 1986, KHT has transformed the health and well-being of over 55,643 people through the provision of clean drinking water, improved sanitation facilities and hygiene education; secured agriculture as a sustainable livelihood for more 18,901 farmers through the construction of flood-resistant irrigation systems; and increased accessed to education for 17,693 children and young people through school meals, transport and accommodation, and higher education scholarships.

Main Purpose of The Position

The Programmes Officer (PO) will work closely with the Thai-Karen team and Director to provide support to projects in KHT's three key programme areas: Community Health; Sustainable Livelihoods; and Access to Education. The role will involve both desk and field-based work and the successful candidate will be directly responsible for:

- Writing timely reports on the organisation's projects for donors and the public
 - Compiling and recording project information, including planning and budgeting
 - Monitoring and evaluating project impact for donors and supporters
 - Supporting the Fundraising Manager with grant applications and donors as required
 - Publicising the work of the charity to the wider audience
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Main Duties and Responsibilities

The PO will be responsible for the following duties:

1. Contribute to the short- and long-term strategic direction of KHT's three programme areas: Community Health; Sustainable Livelihoods; and Access to Education.
 2. Prepare timely, accurate and high-quality project reports for donors, stakeholders and the wider public.
 3. Maintain a systematic and practical monitoring and evaluation system and ensure that accurate project information and data is available for distribution to donors and wider audiences.
 4. Work closely with the Thai-Karen team to successfully manage project activities and ensure projects are implemented in line with donor conditions and project agreements.
 5. Conduct research into areas relevant to KHT's three programme areas, including data, statistics, and international best practice.
 6. Assist with project planning and budgeting when proposals are being designed, and grants are being received.
 7. Support the development of current projects and new project ideas that relate to KHT's three key programme areas.
 8. Support the Fundraising Manager in the production of grant applications for projects.
 9. Work closely with the Thai-Karen team to build capacity and share skills.
 10. Produce social media and website content relevant to programmes and manage KHT's social media sites and website with support from the Director and Fundraising Manager.
 11. Support the management of KHT short-term volunteers in Thailand.
 12. Represent KHT as and when required and perform other such duties as may be required by the Director and Trustees, which are consistent with the responsibilities of the post.
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Person Specification

You'll likely have:

- Undergraduate degree in a relevant field; or sufficient experience in a relevant role.
- Demonstrate a clear knowledge and interest in international development; previous experience of community health, sustainable livelihoods or access to education would be advantageous.
- Excellent written and verbal communication skills, with the ability to produce high-level written communications in English and adapt writing style for an array of different audiences.
- Good numerical skills, and the ability to analyse data.
- High level of computer literacy and a proficiency in Microsoft Office.
- Confidence to present the work of the charity to donors and supporters.
- Well organised, able to prioritise effectively to meet deadlines.
- Have a proactive, flexible, and patient attitude.
- Capable of working within different cultures and with teams from different economic and cultural backgrounds, where English might not be the first language.
- Willing to live, work and travel in Northern Thailand for between 3 to 6 months a year, with ideally two visits a year.
- Right to work in the UK.

Other skills that would be useful:

- Relevant experience in project management or monitoring and evaluation.
- Experience of volunteering/working in the international development sector.
- Experience using statistical software and CRMs.
- Design skills would be advantageous.
- Proficiency in Thai and/or Karen.

Benefits

- £22,000 per annum for 35 hours a week.
 - Opportunity for paid travel to Thailand when possible, with ideally 3 to 6 months per annum
 - Flexible and remote working whilst in the UK.
 - 5% employer contribution to pension after probationary period.
 - 25 days per year paid holidays, plus bank holidays in England and Wales
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To Apply

To apply, please send your CV and a two-page cover letter, addressing how you meet the person specification, in English to hello@karenhilltribes.org.uk before the closing date. Please make sure to state the job title in the subject row of your email.

The closing date for applications is 11.30pm (GMT), Sunday 12th December 2021. Interviews will be held on a rolling basis as and when applications are received until the position is filled and will be conducted remotely via video conference. We encourage early applications so not too miss out.

Unfortunately, only shortlisted candidates will be contacted. If you do not hear from us within three weeks of the closing date, then unfortunately your application has not been successful.