

## AFRICAN FOUNDATION FOR DEVELOPMENT (AFFORD)

### Diaspora Experience & Mobilisation Manager Job Description & Person Specification

Job ref:	DEMM
Salary:	Negotiable
Role type:	Full time
Tenure:	1 year with possibility of extension
Location:	London
Responsible to:	Executive Director
Deadline for Applications:	Wednesday 6 June, 2018
Expected Start Date:	As soon as possible

#### THE AFRICAN FOUNDATION FOR DEVELOPMENT (AFFORD)

[AFFORD](#)'s mission is "to expand and enhance the contribution of the Diaspora to Africa's development". AFFORD is a pioneer and innovator in the field of policy and practice of 'diaspora and development'. It continues to act as a catalyst, concept-tester and exemplar in the sector; it seeks out, supports and enhances the capacity of actual and potential change-makers amongst diaspora organisations and individuals.

AFFORD recently added an exciting and innovative new programme, Diaspora Finance and Investment (DFI) to its growing list of projects. Co-funded by [Comic Relief](#) and [UK Aid](#) through the [Common Ground Initiative](#), DFI aims to stimulate diaspora investment to create jobs and enhance Africa's social economy. AFFORD believes strongly in the power of Africa's diaspora to drive long-term economic growth and prosperity.

DFI is one of several programmes within AFFORD Diaspora Finance (ADF) which brings together a series of programmes, schemes and initiatives aimed at promoting, stimulating and harnessing diaspora investment and philanthropy opportunities for job and wealth creation. ADF aims to be a catalyst for efficient and effective development of the African social economy. We are looking for the right candidate in a vital role that will develop AFFORD's crowdfunding and volunteering offer.

#### JOB SUMMARY

AFFORD seeks a Diaspora Experience & Mobilisation Manager with great business and interpersonal skills, professional demeanour, integrity, sound judgment, and strong analytical and project management skills. The Diaspora Experience & Mobilisation Manager will be an integral part of the AFFORD team and will work under the direction of the Executive Director. The successful candidate will be someone who has experience of managing a successful start-up project or enterprise.

The ideal candidate will be enthusiastic about the development of the diaspora as active agents of transformation in Africa, and will work actively to mobilise, engage and facilitate their contribution of time, skills and money towards job creation and development in Africa. They must have a keen interest in diaspora philanthropy, investment and skills transfer, and the potential they have in adding significantly to the African social economy. This role will suit a candidate who is self-starting and proactive, has a problem-solving attitude and is interested in building a new sustainable online diaspora business model.

## CORE DUTIES & RESPONSIBILITIES

The core responsibilities of the Diaspora Experience & Mobilisation Manager is to work closely with the Communications Team, Fundraising Team, Enterprise Team, and the Executive Director to ensure that all the aims of the Resource Mobilisation department and related initiatives are fully achieved. Duties include, though not limited to:

- Develop Business and implementation plan for Remitplus Resource Mobilisation Platform, including establishing viable revenue streams
- Operational Coordination and Monitoring of the European Union Volunteers Technical Assistance (EUAV) for Diaspora Humanitarian Organisations Project
- Liaise with web development partners and oversee building of Online/Website Remitplus Resource Mobilisation Platform
- Liaise with supply/service partnerships
- Organise 3 self-funded diaspora tours/missions
- Organise 2<sup>nd</sup> Diaspora Crowdfunding Accelerator
- Support Communications department to publicise and promote the Remitplus Resource Mobilisation Platform
- Act as an ambassador and represent Remitplus Resource Mobilisation Platform

### 1.0 Key Deliverables

The Diaspora Experience & Mobilisation Manager will be expected to deliver the following:

- Business and implementation Plan for the Remitplus Resource Mobilisation Platform
- Remitplus Online/Website platform
- 3 self-funded diaspora Tours/Missions involving overall at least 45 diaspora members
- Establishing viable revenue streams including a crowdfunding accelerator'
- Negotiate 10 supply/service partnerships
- Develop local and regional relationships with European and African institutions, including corporates, universities, etc.
- Working closely with M&E, AFFORD Business Club - ABC and Communications team to generate and develop synergies with the Resource Mobilisation Platform
- Generate content from Resource People (RPs) for the purposes of AFFORD's publicity requirements, including social media and newsletters.
- Ensure policy compliance in line with AFFORD values and ethos, stakeholder/funder expectations and UK law, such as GDPR
- Undertaking all other reasonable tasks relevant to the successful implementation and evaluation of the ADF financing schemes.

## PERSON SPECIFICATION

Criteria	Essential/Desirable	Evidence
		A=Application I = Interview
<b><u>Educational Qualifications</u></b>		
Bachelor's degree in international development, development studies, economics, marketing, management or related field	Essential	A
Postgraduate degree or qualification in business, marketing, management, social enterprise or tourism operation	Desirable	A
<b><u>Experience</u></b>		
Experience of crowdfunding and resource mobilisation in an international development or business organisation	Essential	A, I
Experience of managing and overseeing a website or online platform	Essential	A, I
Good understanding and experience of doing business in Africa	Essential	A, I
Sound understanding of event planning and tour operation	Essential	A, I
Practical experience of monitoring and evaluation techniques, development and implementation of business plans	Desirable	A, I
Proven experience of records maintenance and database management and office administration	Essential	A, I
Demonstrable experience of applying tact and effective problem solving techniques in a sensitive situation	Essential	A, I
Experience in sales of products or services	Desirable	A, I
<b><u>Skills, Knowledge and Capabilities</u></b>		
Strong project management skills	Essential	A, I
Ability to interact and communicate diplomatically with people from diverse socio-economic backgrounds.	Essential	A, I
Ability to review and prepare written reports and implement monitoring and evaluation strategies.	Essential	A, I

Ability to use Microsoft Office packages, including Word, Excel, Outlook, PowerPoint.	Essential	A, I
Good understanding and proven professional experience of diaspora philanthropy, volunteering and investment/contribution, in the context of migration and development issues	Desirable	A, I
Proven ability to work in multi-disciplinary and multi-stakeholder teams, and to work well independently.	Desirable	A, I
Ability to work to tight deadlines, multi-task and prioritise tasks and activities.	Essential	A, I
Ability to remain calm under pressure and to adapt quickly to changing needs	Essential	A, I
Strong attention to detail and strong document management skills	Essential	A, I

**Values**

Commitment to the principles, ethos and work of AFFORD organisation.	Essential	I
Commitment to equal opportunities and working in a diverse environment.	Essential	I
Strict commitment and understanding of the principles and needs of confidentiality.	Essential	I
Demonstrable loyalty, honesty and integrity.	Essential	I

**Status**

Applicant must have the legal right to work in the U.K.	Essential	A, I
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**HOW TO APPLY**

Please apply by submitting a cover letter detailing your suitability for the role in relation to the essential criteria, along with a CV and a sample of a written report / proposal. These should be sent to [applications@afford-uk.org](mailto:applications@afford-uk.org) with your last name, first name and **Diaspora Resource Mobilisation Manager** in the subject line.

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.