

JOB PROFILE

How to Apply for this Job



Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this .

Job Profile

Job Title	Ageing, Vulnerability & Inclusion Advisor
Group	International Group
Team	Rwanda Team
Location	Kigali
Responsible to	Programmes Manager

Part 1 – Job description

1. Main purpose of the job

- To coordinate, advise and lead Tearfund Rwanda's work with partners and the church on ageing and inclusion.
- To ensure that all Tearfund programmes and projects in Rwanda mainstream the needs of older people, focus on their inclusion, care and protection
- To liaise, engage and build synergy with other teams and colleagues within Tearfund and Tearfund family on the subject of ageing and inclusion

2. Position in organisation

- The Ageing, Vulnerability and Inclusion Advisor is responsible for coordinating all the work on ageing, vulnerability and inclusion within Tearfund country Programme for Rwanda
- They are responsible to and are line managed by the Programmes Manager on a day to day basis
- Liaises within the country programme with the CLCT/CCT Programme Coordinator, different complementary intervention managers, external to the country programme with the approval of the Country Director or his delegate, liaises with Tearfund Research Advisor, Partnership Projects information officer and Cluster Lead, Strategy and Impact or such other colleagues within tearfund in relation to their work

3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally

- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

5. Scope of job

- Advise, support mainstreaming and Coordination of ageing, vulnerability and inclusion project in Tearfund Rwanda and such other related assignments.
- Advise, support, coordinate and build the capacity of partners and staff to mainstream and promote inclusion of old people and the most vulnerable in the country programmes and projects
- Collect data, analyse and report on programmes and projects extent of diversity and inclusion as well as act as the country programmes focal point on diversity and inclusion
- Assess country programme and projects extent and compliance with Tearfund's diversity and inclusion standards, prepare and submit six monthly report to the country director on inclusion and diversity covering the entire country programme
- Advise and support programme and project design ensuring that Tearfund Rwanda's proposed programmes and projects comply with inclusion standards for the most vulnerable particularly the elderly
- Own and manage internal diversity and inclusion monitoring and annual compliance assessments and liaise appropriately with colleagues within Tearfund to undertake such assessments and report accordingly

6. Duties & Key Responsibilities

Programme Management Support

- Advise and Coordinate the project activities to achieve its goals and objectives
- Awareness-raising on Ageing and Inclusion within Tearfund Rwanda, partners, church leaders, communities
- Conduct assessment of older people inclusion in partners' projects and in programs
- Provide support to partners, local churches and denominations to include old age support in their work.
- Develop a level of expertise and detailed knowledge on vulnerability, poverty and other issues affecting older people, within Tearfund's operational context in Rwanda
- Coordination of Ageing and Inclusion related communications
- Participate in knowledge and information sharing within the organisation and with stakeholders
- Oversee internal production of manuals, guides and resources on ageing and inclusion and liaise with colleagues within the organisation to produce such materials and resources that contribute to effective and efficient execution of the project and its mainstream in existing and new projects
- Production of donor reports and ensure compliance with donor requirements

Monitoring and Evaluation

- To undertake regular, independent onsite monitoring of Tearfund programmes and projects to collect ageing and vulnerability inclusion data to inform in depth analysis, reporting and corrective operational action
- Develop assessment tools and administer those tools to assess and gauge the extent of impact by programmes and project on older people and the most vulnerable in target communities
- To collate data from narrative and financial reports submitted by partner organisations and feed information back to the team to monitor against key performance indicators.
- To assist partners in the ongoing monitoring and impact measurement of project against indicators and share learning among partner organisations to improve quality of projects

Part 2 – Person specification

Job title: Ageing and Inclusion Coordinator

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ● Degree level or equivalent in theology, Sociology, economics, development, social studies, or other relevant course 	<ul style="list-style-type: none"> ● An advanced degree with project management emphasis, or theology and institutional leadership is highly desirable
Experience	<ul style="list-style-type: none"> ● Demonstrate experience or knowledge about ageing related issues ● Demonstrate an understanding of Christian relief and social protection ● International NGO experience 	
Skills/Abilities	<ul style="list-style-type: none"> ● Excellent English language with outstanding written and verbal communication skills Working knowledge of Kinyarwanda and/or French is essential ● Ability to prioritize, produce high quality written work under pressure and to deadlines ● Strong administrative, research, organisational and IT skills ● A strong track record of working collaboratively to achieve shared goals ● Facilitation skills ● Strong analytical and strategic thinking skills ● Monitoring and evaluation skills ● Demonstrable skills in financial management and budgeting ● Ability to work in a team and use initiative ● Confident and capable communicator ● Advanced knowledge of Microsoft Word, Excel and PowerPoint 	

Personal Qualities	<ul style="list-style-type: none"> ● Committed Christian with a personal relationship with God ● Committed to Tearfund's Mission, Values and Beliefs ● Good team player ● Understanding and sensitivity to cross- cultural issues ● Strong listening skills, open to hearing and learning from different perspectives ● Flexibility, ability to remain calm under pressure ● Self-awareness of own strengths and areas for development 	
OTHER COMMENTS: <ul style="list-style-type: none"> ● Regular travel across cluster countries is a requirement ● All roles require a DBS/Police check ● Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		