



IPASA

INDEPENDENT PHILANTHROPY
ASSOCIATION SOUTH AFRICA

EMPOWERING THOSE COMMITTED TO EMPOWERING OTHERS

IPASA Part-time Project Manager

Contract position

24 Months

1 August 2023 (latest starting date) up to 31 July 2025

Overview

The Independent Philanthropy Association South Africa (IPASA) is looking to contract a part-time Project Manager to support IPASA in the developing and implementing of a Basic Education Funder programme to support funders across the Basic Education sector, between August 2023 and June 2025.

This programme will focus specifically on Early Childhood Development (ECD), Grade R and Foundation phase funders. The programme consists of a set of sub-projects, which will focus on both specific educational phases (ECD, Grade R and Foundation Phase), as well as issues and themes that cut across the respective phases.

The initiative builds on IPASA's work over the past three years, which included education phase-specific workshops, research, and the development of funders guidelines. Previous initiatives have assisted funders to identify priority areas for funding and collaboration, and the programme that will kick off in the second half of 2023 is aimed at supporting funders to move from insight to action.

Activities that will be implemented include:

- Running of phase-specific and across-phase/multi-phase open-sector-workshops for IPASA members as well as other funders, where information-sharing between funders and other sector stakeholders, e.g., non-profit organisations, academics and government officials take place.
- Establishing and running of dialogue circles for smaller groups of IPASA members and other funders, which will provide a space for interested funders to engage at a deeper and/or more practical level with specific priority themes and issues that have leverage potential for catalytic or systemic change in the education sector, and where opportunities exist for collaboration.

The significance of this programme is that it is piloting a novel approach which aims at developing a more integrated approach across the education value chain, while at the same time creating space for a new convening model for IPASA (dialogue circles), which involves even higher levels of active member participation than what applies to workshop convenings. IPASA's open-sector workshops typically have an average of about 30 participants, and different participants attend different workshops, based on their interest at the topic of the workshop. While core groups of funders may attend an entire workshop series, IPASA has identified the need for smaller groups of funders to meet more regularly to discuss specific topics of their choice. These dialogue circles will also be aimed at discussing their chosen topics in depth and/or creating opportunities for collaboration on specific issues.

The project manager will oversee all activities related to projects that form part of this programme and will provide coordination and logistical support for the organizing and curation of workshops and dialogue circles specific to each phase (ECD, Grade R, and Foundation Phase), as well as for events that include funders across these phases.

Workshop themes and dialogue circle focus areas in and across the different phases will be determined jointly between the project manager, IPASA and funders of the phase-specific projects, and will be informed by previous research, and the focus areas that were identified in previous research and workshops. The project manager will be responsible for contributing to the development of content for workshops and dialogue circles, and for identifying suitable speakers and resources that can be shared in workshops and dialogue circles. The project manager will also be responsible for implementing a project management approach within IPASA.

Responsibilities

- Develop an over-arching programme implementation plan for the entire initiative with project plans for each phase-based initiative, in line with the funding proposals for phase-based projects.
- Prepare for the implementation of project activities in consultation with the IPASA team, which includes, but is not limited to scheduling of workshops and dialogue circle meetings, identifying, and securing speakers for events, supporting online and in-person events, collecting participant feedback and compiling event reports.
- Identify cross-cutting themes and design relevant convenings for the discussion of cross-cutting themes.
- Ensure that the deliverables of each phase-specific project are implemented in line with the respective project agreements.
- Provide support for project monitoring and evaluation initiatives, in line with funder requirements.
- Contribute to project reporting as required by funders of the respective phase-specific projects.
- Keep up to date with developments in the education sector, source and share relevant information and reports on the South African education sector; trends in philanthropy support for education initiatives locally, on the continent and internationally; and anticipated future challenges and innovations in the education sector.
- Provide support for the integration of a project management approach across IPASA's work, which could involve providing project management support for other IPASA initiatives.

Requirements

- Excellent proven project management and coordination skills.
- Sound understanding of philanthropic funding, specifically in the Basic Education sector.
- Established networks in the Basic Education, development, and philanthropy sector.
- Nuanced understanding of current challenges and issues in the South African education sector.
- Lateral thinking skills and understanding of intersectionality of complex issues.
- Facilitation skills, including online facilitation skills will be a distinct advantage.
- Proven ability to work in a team.
- Previous experience in working with funders, specifically philanthropy and/or education funders will be an advantage.

Education and experience

- A relevant tertiary qualification is required.
- A minimum of 5 years' experience in the philanthropy, education, or NPO sector is required.
- Competence in the MS Office package and relevant project management software and/or applications will be a distinct advantage.

Contract details

The duration of this contract will be for a period of 24 months, on a part-time basis. This will be a 40% contract with the possibility of increasing the contract to 65% or more depending on the availability of funding.

The contract will commence on the 1st of August 2023 (latest starting date), for a period of 24 months up to 31 July 2025.

Remuneration will be in line with sector standards and will be dependent on previous experience and qualifications.

The selection process will consist of an online interview and may include a skills test. IPASA will conduct reference checks as required.

IPASA is committed to supporting diversity, equity, and inclusion. If interested, please submit your 2-page CV with at least two contactable work references, and a cover letter to louise@ipa-sa.org.za. The deadline for submissions: COB, 3 July 2023.

Please note:

- Any questions and queries should be submitted via email.
- IPASA reserves the right not to make an appointment.

About IPASA

Established in 2015, IPASA is a locally established, voluntary association of independent philanthropists, private foundations and other organisations associated with philanthropy in South Africa.

IPASA's key purpose is to extend the reach and impact of philanthropy while representing and promoting the common interests, concerns, and objectives of its members. IPASA focuses on four key areas to achieve its mission mainly: to advance, promote and support independent philanthropy in South Africa; to be a voice for independent philanthropy in South Africa; to promote good practice in philanthropy and to support collaboration in philanthropy.

To further its objectives, IPASA focuses on the following work:

- Creating a community of 'best practice' and greater awareness of grant-making ethics in philanthropy amongst its members
- Providing opportunities for peer support and the sharing of complementary resources amongst its members
- Producing and disseminating resources, skills, and knowledge around philanthropy in South Africa
- Promoting a more enabling fiscal and legal environment for philanthropy in South Africa
- Creating opportunities for collaboration, synergies and partnerships with different stakeholders concerned with independent philanthropy in South Africa

For more information visit: www.ipa-sa.org.za