

Vacancy Programme Navigator: 32 hrs

Starting date: between October and December 2021

Are you great at planning and organising and do you have proven experience in managing multi-stakeholder, international projects? Can you guide a team towards a shared vision through practical steps and clear communication? Are you excited to use your skills, experience and energy to contribute to our positive chain of events? Are you fluent in French? Then this is the opportunity for you!

Your role as programme navigator

Butterfly Works runs a variety of projects, and a couple of larger programmes focused on youth employment in African Countries. We are expanding our work to West Africa (Burkina Faso and Niger among other countries). We are looking for an experienced French speaking programme navigator to lead several projects, build lasting partnerships and to navigate the team on accomplishing the project goals within the given timeframe and budget.

As a programme navigator you are responsible for planning, supervising and coordinating the project, while ensuring the Butterfly Works approach is followed. At Butterfly Works, we co-create projects with our in-country partners using a human-centred design approach.

You ensure that the projects you are responsible for are brought to a good end result, within the set time frame and budget. You make detailed activity plans, have contact and build the relationship with the client and (in-country) partners on the implementation of the project. You ensure that all steps are carried out according to plan with careful attention to detail. You communicate on a strategic and tactical level and are the contact person for the project. You make narrative and financial reports to the client/donor. You will work closely with all members of the project team and will need to travel occasionally when possible again.

Your main tasks are:

- Activity planning of work per project (internal and external)
- Leading, coordinating and ensuring delivery of agreed plans and strategies
- Client and partner relationship building and management – develop good and effective partner and client relations
- Third party contracting and planning
- Creating and tracking budgets that demonstrate good accountability
- Writing reports aligned with donor requirements
- Ensuring the use of the Butterfly Works approach

Profile

We are looking for a flexible and dedicated programme navigator that loves to work with different cultures and embraces the use of innovation, design thinking and co-creation in social projects. We are looking for an enthusiastic colleague who can work independently and will take responsibility for their work. You feel at home in a dynamic international work environment. You are thorough and accurate, with a good sense of priorities. You have a hands-on work style, so you are able to apply theory to practice easily. You have a proven affinity with managing programmes/projects that include the use of new and old media and technologies. You are able to coordinate and build strong relationships with different international partners while working remotely. Ideally you also have experience in making organisational processes and learning explicit and more efficient.

Qualifications and knowledge:

- You have at least a bachelor degree in a relevant field.
- You have at least 5 years experience in managing large (international) multi stakeholder projects (donor funded project experience is an advantage).
- You have some experience with working with partners in emerging economies.
- You are a good (intercultural) communicator.
- You have proven experience in building lasting relationships and partnerships.
- You have proven analytical, strategic planning and programme/project management skills.
- You are an independent and creative thinker.
- You have an affinity with education and technology.

- You have full professional proficiency of English and French, both spoken and written. Dutch is an advantage.
- You are willing to travel to emerging economies and remote areas.
- You hold a work permit to work in NL.

Who are we?

Butterfly Works is a social innovation studio that designs education and communication projects in emerging economies. We are born in the world of design thinking and matured in the field of international development.

Building on 20+ years of experience in over 30 countries, we apply the most effective tools and methods from the creative sector to social issues worldwide. We connect people with different backgrounds and viewpoints, while we tap into opportunities in ICT, education and design. This is what sparks new ideas, and that is how we create social innovations.

Have a look at the [featured projects](#), read more about [the way we work](#), or meet our committed [team](#).

What do we offer?

We offer an interesting and challenging position in an international work field.

The work hours are 32 hours a week. We start with a temporary contract (6-12 months, depending on final contracting date for new project). There is the option to prolong the contract in case of a good match.

We provide :

- An inspiring work space at the NDSM Wharf in Amsterdam. At the moment we still work mostly remotely, but we plan to come partially back to the studio.
- Being part of a diverse and experienced team, with their own accountabilities, in which each team member's ideas and plans are appreciated.
- Good coffee and a daily lunch.
- An appropriate salary.

How do we work?

We work with an operating system called Holacracy. We strongly believe in the talents of an individual and in the strength of an effective team. We have no bosses or managers, everyone is responsible and accountable at the same time. This will give you freedom to do what you are best at and make your own choices in line with the purpose of the organisation. We stand for openness and transparency.

How to apply

If you are interested please send your motivation letter and CV in English before September 20th to Hanja Holm via jobs@butterflyworks.org. Please include in your letter how you found out about this vacancy. For more information about the position you also use this email address.

We plan interviews in the last week of September. **Please note: only shortlisted candidates will be contacted.**

For more info about our organisation please visit: www.butterflyworks.org