



GLOBAL INCLUSION FOUNDATION

Johannesburg, South Africa

hr@wearegif.org ✉
www.wearegif.org 🌐

JOB PROFILE: Programmes Lead

Role Title: Programmes Lead

Reports To: Executive Director

Type: Volunteer

Time Commitment: 4-6 hours per week

Role Purpose

To lead, coordinate, and support the planning, implementation, and monitoring of GIF's programmes, disability inclusion initiatives, and community impact activities. This role ensures that GIF delivers meaningful, high-quality programmes that align with the organisation's mission of empowering children and promoting inclusion.

Key Responsibilities

- Oversee the design, planning, and day-to-day coordination of all GIF programmes.
- Develop programme workplans, timelines, monitoring tools, and reporting structures.
- Support programme volunteers and ensure smooth programme delivery.
- Prepare monthly and quarterly programme reports for leadership, donors, and partners.

Competencies

- Strong leadership and coordination ability
- Excellent planning, organisation, and problem-solving capability
- Ability to communicate clearly and professionally
- Commitment to child inclusion, advocacy, and community upliftment
- Ability to manage multiple projects at once

Minimum Requirements

- Ability to coordinate programmes, activities, or community initiatives
- Strong organisational and communication skills
- Ability to work independently and manage deadlines
- A passion for working with children or vulnerable communities

Education

- A diploma, or degree in Development Studies, Social Sciences, Education, Project Management, Community Development, or a related field
- OR currently studying in one of these fields
- OR proven community or programme coordination experience (informal or formal)



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Experience

- Experience coordinating programmes, events, projects, or community-based initiatives (NGO, school, church, volunteer project all qualify)
- Experience managing people, volunteers, or small teams
- Experience developing reports, tracking activities, or evaluating progress
- Exposure to programme development or child-focused initiatives is an advantage

Skills

- Strong planning, organisation, and time-management skills
- Ability to develop workplans, schedules, and basic monitoring tools
- Strong communication and interpersonal skills
- Leadership, teamwork, and the ability to motivate others
- Detail-oriented and able to track multiple activities at once
- Ability to work remotely and collaborate using digital tools

How To Apply:

Send your CV and Portfolio (If Applicable) to:
hr@wearegif.org