

Programme Manager – Leadership Development

The time to lead is now

Wedu nurtures and invests in women’s purposeful leadership journeys and mobilises catalytic allies and communities towards a feminist future. Since 2012, we have strengthened and sustained the unique leadership journeys of over 4,000 women from 29 countries across Asia by facilitating long-term mentorship, delivering leadership development training, convening support communities, and funding continuing education through Income Sharing Agreements. These women are inspiring individuals committed to changing the status quo and we believe this community of leaders- supported by gender equity allies from 94 countries around the world- has the power to achieve large-scale change.

This is an exciting time to join Wedu. After celebrating our first decade of impact, we’ve recently undertaken a strategic planning process to shape our next chapter and are looking for highly motivated people who are innovative and thoughtful in their approach to getting things done and have a demonstrated passion for gender equity to join our remote-first team.

Wedu has been featured in:



The New York Times



WORLD
ECONOMIC
FORUM



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TIMES

Your role

The Programme Manager will provide leadership for Wedu’s initiatives that enable women to take purposeful actions to advance their leadership and achieve their goals. They will be responsible for ensuring leadership programmes are shaped by thoughtful and evidence-informed learning design and work collaboratively to produce compelling leadership programmes which facilitate transformative learning journeys that challenge, stimulate, and inspire - preparing women leaders for the future they are aspiring to.

The Programme Manager will work in close collaboration with programme and funding partners and the women leaders we serve- setting and executing programmatic strategies, providing clear communication and leading MERL processes, mobilising resources and networks, and serving as the spokesperson for these programmes as they lead impactful Women’s Leadership Academies (indicative themes include food security, climate change, and ethical supply chains).

We are looking for someone who is passionate about advancing women's leadership, has exceptional stakeholder management skills, an entrepreneurial spirit and growth mindset.

Responsibilities

- Lead the Women Leadership Academies (WLAs) across their entire lifecycle using an impact-driven, evidence-informed, and participatory approach.
- Guide the continuous improvement of WLAs, spearheading programmatic innovations and strengthening systems that ensure quality delivery of virtual, hybrid, and in-person programmes across South and Southeast Asia.
- Manage content and curriculum development, activity and event design, speaker selection and preparation, and participant engagement for the WLAs.
- Lead donor and partner engagement for existing funding partnerships (including the U.S. Mission to ASEAN) and cultivate new partnerships to extend the impact of WLAs across Wedu's priority geographies and issue areas.
- Manage grants to ensure full compliance while maintaining financial oversight of budgets and working to proactively address challenges. Renew and upgrade existing grants and secure new funding in support of programme expansion.
- Manage monitoring, evaluation, research and learning (MERL) processes for leadership programmes, working with consultants to generate robust impact assessments.
- Build, motivate and lead a high performing programme team of staff, interns, and consultants.
- Shape and support wider programmatic priorities and strategies at Wedu as a senior member of the programme team during a period of intentional growth.
- Ensure project success and effectiveness by accomplishing other tasks, as needed.

Qualifications and experience

- At least seven years of relevant work experience, with increasing responsibility and at least three years in a supervisory role.
- Demonstrated success in a similar role, ideally designing and delivering high-impact programmes at a regional level in South and/or Southeast Asia.
- Extensive experience with the development and management of leadership/professional development programmes and purposeful events (in-person, hybrid, virtual).
- Experience bringing participatory and feminist approaches along with creative learning methodologies to programme design and implementation.
- Successful track record with proposal development and demonstrated understanding of project budgeting and grant management.
- Ability to design and implement creative, analytical approaches to improve programmes and the flexibility to change should these approaches need course correcting.
- Professional proficiency in English.

Personal attributes

- Demonstrated passion for gender equity and committed to advancing women's leadership.
- An optimist who is self-motivated with a proven ability to work autonomously as part of a geographically distributed team.
- Superb organisational skills, with the ability to balance multiple and competing priorities, and effectively delegate tasks, with an acknowledged track record of achieving results.
- Interested in leadership development concepts and trends in a way that will continue to build upon our unique approach to leadership development.
- Strong critical thinking and problem-solving skills with high attention to detail.
- Strong interpersonal skills with cross-cultural competencies and a proven ability to establish enduring partnerships and relationships with a range of stakeholders.
- Entrepreneurial and not afraid to take ownership, showing audacity and resourcefulness in identifying and acting upon opportunities to innovate; you are also flexible and comfortable with ambiguity and leading change.
- Equally adept at listening deeply, speaking effectively, and writing clearly: you are confident and resourceful when reaching out to new people, and are a skilled facilitator.

Organisational arrangements

This full-time position is fully remote and open to anyone with the permanent right to work in a country in South or Southeast Asia. Wedu's team is primarily based in ICT (UCT +7) timezone, and team members are expected to have at least 5 hours of overlap with this timezone each day. This role may require regional travel. The starting salary for this position is USD 2,000-2,500/month, plus benefits, and remuneration will be set in line with the candidate's experience and skill levels. Benefits include flexible working arrangements. We expect a minimum commitment of 24 months (extendable) with a five-month trial period.

Apply now

Interested candidates are invited to apply at their earliest convenience through our [website](#). We're looking to fill this position immediately, with a start date no later than November 2023, and applications will be reviewed on a rolling basis. Due to the number of applications we receive, please note that you will only be contacted if you are shortlisted. If you experience any problems submitting the application, reach out to talent@weduglobal.org. Wedu is committed to cultivating a culture of inclusive leadership and building an organisation that is representative of the communities we serve. We celebrate the individual differences, life experiences, knowledge, self-expression, and talent that each person brings. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ancestry, ethnicity, race, sex, gender identity and expression, sexual orientation, age, religion, marital status, disability, and beliefs.