



Butterfly Art Project is hiring a Mentoring Programme Manager

The Butterfly Art Project trains and mentors Community Art Facilitators (CAFs) to offer psycho-social support through art to traumatised children and youth from disadvantaged communities.

The Butterfly Art Project is growing its team and rethinking management in the organisation.

Job Overview

The Mentoring Programme Manager is a vital part of BAP's 3 people management team and is responsible for managing the effective implementation of all mentoring programme activities. The basic list of activities can be found on BAP's website:

<https://www.butterflyartproject.org/mentoring>

The Mentoring Programme Manager leads a team of coordinators, contracted mentors and interns; and reports to BAP's Directorship on all aspects of programme planning, implementation, reporting and reflection.

BAP needs a motivated and inspired colleague who is up to the challenges that come with growth and organisational shifts. BAP's values are generosity, commitment to change and creativity. And yours? Would you fit with what is important to us?

Core Responsibilities

- Manage the programme's Art Centre in Vrygrond (ACV), including its implementation
- Manage CAF mentoring activities including individualized post training support, group hubs, journey mapping (CAF BAP career planning)
- Manage the programme's HR and operational needs
- Manage and grow the programme's PMEL - planning, monitoring, evaluating and learning (for future implementation)
- Carry out basic management of the programme's budgets & expenditure
- Participate as part of BAP's management team
- Contribute towards the smooth and effective running of BAP

Please email us if you wish to view the detailed job description.

The ideal candidate for the position

Keen interest in community development. Has a love for art and believes in its healing qualities. Excellent writing, editing and interpersonal communications skills; is responsive and communicates clearly and effectively. The candidate must be self-disciplined, self-critical, reflective and adjust appropriately to lessons learned. Sees diversity as an organisational strength, thinks and feels people-centered and has the fire to motivate themselves and others. Is well-organised and meticulous in their data and information management. Has a minimum of 3 years' experience in managing a team.



Qualifications

Education level

- Undergraduate degree in an appropriate field. A masters study in humanities (or similar) would be an advantage

Specific skills

- Bilingual in English and another SA language
- Proficient knowledge of Office 365 (particularly Word and Excel)

Certifications

- BAP-Qualified Community Art Facilitator is of advantage

Licenses

- Police Clearance Certificate (or proof of application thereof)
- Valid driver's license

This position will be based in Cape Town, Muizenberg. The Butterfly Art Project pays market-related remuneration. We are looking for a long-term working relationship, starting with an 18-month contract. Please email your motivation letter, CV (including at least 3 contactable references) and copies of other required documents to gardie@butterflyartproject.org before 22.11.2021.