



Senior Development Support Manager

Hub Cymru Africa

Job Description

Employed by:	Sub-Sahara Advisory Panel
Responsible to:	Head of Hub Cymru Africa (HCA)
Salary:	£45,091.00 per annum pro rata (Actual (£27,054.60 per annum based on 22.5hrs per week)
Employment terms:	Fixed term contract – currently to 31st March 2027 subject to funding (with the possibility of extension subject to future funding)
Location:	Wales. Hybrid or remote working, with attendance at the SSAP Offices in central Cardiff expected as required
Hours:	Part Time (22.5 hours per week) (alternative hours up to 37.5hrs is also available) flexible working days and time may be considered
Annual Leave:	28 days plus public holidays pro rata
Travel:	This role will require travel throughout Wales and occasionally the UK, including overnight stays
Pension:	The post-holder will be auto-enrolled into the SSAPs pension scheme NEST. SSAP operates a pension scheme to which both the employee and the employer will make contributions. You will pay in 5% of your earnings each pay period. We will also pay in 5% of your earnings each pay period. Therefore, the total contribution to your pension pot will be 10%

Hub Cymru Africa

The Hub Cymru Africa partnership was established in 2015 as a collaboration between NGO partners. It receives funding from the Welsh Government to deliver key elements of the [Wales and Africa Programme](#). The partnership currently includes Fair Trade Wales, Cymru Global, Sub-Sahara Advisory Panel (host partner) and Global Health Partnerships





Cymru. All partner members are legal entities in their own right. Since 2018, the Partnership has expanded in scope, and with additional funding from the UK Foreign, Commonwealth and Development Office, works with a wide range of organisations to support a vibrant international development sector for Wales, as part of the UK Alliance.

About Sub-Sahara Advisory Panel

Sub-Sahara Advisory Panel (SSAP) was formed in 2009 when a number of African diaspora groups in Wales met to consider how they might collectively advance their common interest in local issues affecting African communities in Wales as well as those in Africa. SSAP applies the lived experience, skills, capacity and knowledge found within Welsh-African diaspora communities. We want to bring our lived experiences to the charity sector as well as advocating for the diaspora in international development. We do this by implementing development initiatives in Wales and across Sub-Saharan Africa. See ssap.org.uk for more information.

Summary of this role

The Senior Development Support Manager will lead Hub Cymru Africa's Welsh Government-funded programme of training, mentoring, development support and events for the Wales and Africa sector in Wales. They will ensure that monitoring, evaluation, accountability and learning are embedded into practice ensuring the development support team is supported to innovate and deliver services to the Wales and Africa Sector. The Senior DSM will support the Head of Partnership to develop the wider work of HCA ensuring that programme learning supports future policy and funding developments.

We're looking for someone who enjoys working in a team, has enough confidence to deliver training online and in person, can support groups and people to find solutions to problems and has a strong sense of how to monitor and evaluate our work in order to help us learn and improve.

Alongside this we want someone who can be flexible with their time. This doesn't mean 'long hours' but when required you can deliver a 9-5 training session, represent us at an event on a Saturday or have a meeting with a volunteer who might only be free in the evenings. You can take the time back, but the role won't suit someone who needs a very rigid working pattern.

Specific responsibilities for this role will include

1. Development Support and Mentorship



- Lead and line-manage the small team of Development Support Managers (including Diaspora & Inclusion Officer) to offer high quality service that directly reflects the needs of the Wales and Africa sector and the Hub Cymru Africa strategy
- Coordinate the provision of development support for individual groups and organisations, ensuring that it integrates best practice
- Monitor output of Development Support Managers, ensuring coordination of resources during busy times
- Deliver direct development support with groups.

2. Training and Events Programme

- Co-ordinate HCA's training, shared learning and events programme, ensuring that experiences and lessons learned are shared within the wider community
- Review existing training and learning materials developed by members of the HCA partnership, allowing for inclusion of good practice and new materials as needed
- Oversee the delivery of tailored training events that address organisational effectiveness, implementation and impact and other topics as identified by partners
- Lead engagement with Wales and Africa groups, to increase participation in design of the programme.

3. Management and leadership responsibilities

- Integrate strategic objectives of HCA partners into the development support programme and ensure that all partners benefit from resourcing in the Development Support team
- Develop work with the Head of Partnership to lead a culture of learning and development, internally and externally
- Lead colleagues to ensure that programme is inclusive of partners in Sub-Saharan Africa and minoritised communities in Wales
- Designing and managing relevant Monitoring, Evaluation and Learning frameworks required within the project
- Deputising the Head of Partnership when required.

4. Cross-Cutting Responsibilities (shared with all Partnership staff)

- Ensure that all work is planned and delivered as part of the overarching Hub Cymru Africa Strategy
- Contribute in a fair and proportional way to shared Partnership activities, including major events, communications and outreach work



- Ensure a good level of linkage between the work of the Partnership organisations: Cymru Global, Fair Trade Wales, Global Health Partnerships Cymru and Sub-Sahara Advisory Panel
- Work with the Diaspora and Inclusion Officer to ensure that marginalised groups can access support, training and grants
- Report on progress to your line manager and, where requested by the manager, directly to the Partnership Board or Welsh Government
- Ensure our safeguarding responsibilities are met and we ensure best practice in the wider Wales and Africa Sector
- Ensure that the programme is delivered bilingually and actively increases the involvement of Welsh speakers
- Contribute all relevant Monitoring, Evaluation and Learning data required within the project
- Ensure that funds are spent for the programme's approved purposes and that all transactions are supported with financial paperwork.

Person Specification

Essential

- Experience of line-managing staff or volunteers in a professional context
- Educated to degree level or with relevant experience gained through paid or voluntary work
- Experience of designing and delivering training and events, preferably to small charities and community-based organisations
- Experience of delivering advice and support to groups or individuals working on community-based projects
- Knowledge and understanding of current affairs in Africa, international development and global solidarity
- Demonstrable understanding of the voluntary sector, in particular challenges facing small and micro-organisations
- Experience of project design and management, including monitoring, evaluation and learning
- Ability to work cooperatively and productively with team members with a willingness to openly exchange information and support colleagues
- Creative and critical thinking skills to solve problems, take advantage of opportunities and contribute to overall programme design
- Excellent written and spoken communication skills in English
- Good IT skills with particular strengths in CRM systems and on platforms that support digital and remote working (e.g. Zoom, Slack, Trello).



Desirable

- The ability to communicate in Welsh
- Knowledge and experience of working on inclusion and anti-racism
- Experience working with community-based volunteers in Wales or Africa.

The Application Process

To apply for this role, complete an application form and email it to humanresources@ssap.org.uk by 23:59 BST Sunday, 31st May 2026.

Please note that we do not accept CVs alone and the application form will need to be completed.

Unfortunately, we are not able to offer sponsorship for this role. It is necessary for you to have the legal right to work in the UK when you begin employment with SSAP.

Additionally, as part of the employment offer, you will need to pass employment referencing checks.

Interview Date: Thursday 11 June 2026.