

JOB PROFILE

How to Apply for this Job



Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theory of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	Church and Community Transformation Coordinator_ CCT Coordinator
Group	Rwanda
Team	East and Central Africa
Location	Kigali - Rwanda
Responsible to	CCT & Engagement Manager

Part 1 – Job description

1. Main purpose of the job

The CCT Coordinator role enhances the coordination, quality assurance, and strategic oversight of the CCT portfolio within the Tearfund Rwanda Programme. Working closely with the CCT & Engagement Manager, Business Development Manager, and Programmes Director, this position strengthens programme implementation and supports strategic growth. By leading monitoring and evaluation, overseeing communications/content development, and coordinating GFC (Global Fundraising and Communications Group) trip logistics and partner preparedness, the role reinforces partner performance, strengthens evidence and compliance standards, and ensures professional partners engagements, thereby contributing to credible, impactful, and sustainable programme delivery.

2. Position in organisation

- Grade : 4
- Employed by Tearfund Rwanda which is part of the East and Central Africa cluster
- Reports to the CCT & Engagement Manager
- Works closely with the Rwanda country programme teams for thematic integration, CCT programme local partners, local churches and denominations.

3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prayers and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theory of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally as well as adhere to Tearfund's code of conduct and statement of faith principles
- A CCT Coordinator is expected to live out their faith actively and including and not limited to active and exemplary involvement and engagement in their own churches
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.

- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

5. Duties & Key Responsibilities

Facilitate high-quality donor trips with GFC

- Serve as the primary focal point for coordinating Global Fundraising and Communications (GFC) visits, hosting key investors, church leaders, Tearfund ambassadors and senior leaders, and ensuring seamless end-to-end planning and execution.
- Lead comprehensive logistical arrangements, including itinerary development (in collaboration with the Business Development Manager), accommodation, transport, security coordination, field scheduling, and budget management.
- Prepare and support partners to align with visit objectives, ensuring clarity of expectations and professional representation of the CCT programme.
- Conduct field visits to assess implementation quality, identify strong impact stories, and propose suitable programme locations for GFC engagement.
- Facilitate post-visit follow-up, documentation, and learning to strengthen future fundraising, communications outputs, and programme visibility.

CCT Communications & Content Gathering

- Lead the systematic collection of verified, high-quality case studies, testimonies, and photos from CCT partners in line with ethical and safeguarding standards.
- Establish clear content guidelines and quality assurance processes to ensure accuracy, consistency, and credibility of programme stories and visuals.
- Build partner capacity in communications and story development through practical guidance, tools, and coaching.
- Review, edit, and package content for use in Rwanda programme reports, fundraising materials, and GFC proposals.
- Maintain an organised content repository to ensure timely access to approved stories, images, and impact data for reporting and external engagement.
- Support the CCT & Engagement Manager in adapting, translating, and contextualising CCT tools, manuals, and theological materials to ensure relevance to the Rwanda context and alignment with global standards.
- Assist in coordinating engagement with church leaders, theological institutions, and key practitioners to promote understanding, uptake, and continuous improvement of CCT training resources.

Monitoring , evaluation and information management

- Design and implement project monitoring plans and tools, based on the Light Wheel to ensure CCT work outcomes are tracked and achieved on time, to quality standards and within agreed scope, in line with Tearfund's Monitoring and Evaluation system.
- Build the capacity of local partners, Churches and denominations on monitoring and evaluation data collection and analysis procedures and tools based on the Light Wheel.
- Source, collate and compile data and information to identify emerging issues, track and report on CCT progress against established milestones and deliverables to inform decision making.
- Identify key lessons learnt from CCT activities reviews/evaluations and disseminate to partners, local stakeholders, country programmes and global stakeholders.
- Support the drafting of partnership, institutional funding concept notes and proposals from the strategy development stage by providing required information and technical inputs to the Business Development Manager to ensure the CCT is incorporated right in the beginning of the project for synergy, harmonisation, integration and complementarity of programmes.

Part 2 – Person specification

Job title: CCT Coordinator

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ● Bachelor’s degree in Development Studies, Theology, Social Sciences, Monitoring & Evaluation, Communications, Project Management, or a related field. ● Postgraduate qualification or professional certification in M&E, Project Management or Communications is an added advantage. 	<ul style="list-style-type: none"> ● Formal training in Monitoring & Evaluation frameworks, data collection tools, and results-based management. ● Training in safeguarding, ethical storytelling, and data protection standards. ● Additional theological training or exposure to church-based development approaches is desirable.
Experience	<ul style="list-style-type: none"> ● Minimum 5 years’ relevant experience in programme coordination, M&E, communications, or donor engagement within an NGO, faith-based, or development organisation. ● Demonstrated experience conducting field monitoring visits and supporting partner capacity strengthening. ● Experience budgeting and budget management ● Proven experience in coordinating logistics for field visits, learning events, or high-level stakeholder engagements. ● Experience synthesising programme data and content into quality reports, case studies, and proposal inputs. 	<ul style="list-style-type: none"> ● Development work with Christian and/or International NGO & working with local churches and Denominations ● Proven capacity building experience especially for churches and church leaders in integral mission related work. ● Experience in developing or adapting training materials, tools, or manuals in collaboration with partners.
Skills/Abilities	<ul style="list-style-type: none"> ● Excellent written and verbal communication skills (including report writing and content editing) in English, Kinyarwanda and French ● Excellent interpersonal skills including sensitivity in cross cultural communications. ● Ability to collate, analyse and report data in a clear and coherent manner ● Ability to organise and manage one’s own work ● Ability to prioritise and work under pressure ● Ability to influence in a diplomatic manner ● Ability to work with children or vulnerable people in an appropriate and safe manner in accordance with the Tearfund Safeguarding policies. 	<ul style="list-style-type: none"> ● Strong IT skills & analytical and data interpretation skills, with the ability to translate findings into clear reports and impact narratives. ● Excellent organisational and planning skills, with the ability to manage multiple priorities and meet deadlines. ● Understanding of effective church mobilisation approaches ● Mobilisation skills & ability to build effective working relationships, facilitate discussions, and influence diverse stakeholders.
Personal Qualities	<ul style="list-style-type: none"> ● High level of integrity, attention to detail, and commitment to compliance, accountability, and quality standards. 	

	<ul style="list-style-type: none"> ● Committed Christian, emotionally and spiritually mature. ● Strength of character that can persevere with initiatives and prove their appropriateness and potential despite pressure otherwise ● Team player – in the sense of being practical, desire to support the Tearfund team and partner staff to do the right thing right. ● Able to enable people to solve their problems for themselves and belief in the innate capacity of all people to be able to do this ● Able to continually understand the role they need to play to enable the system they work in and on to function effectively and efficiently to release people from poverty ● Understanding and sensitivity to cross-cultural issues in Rwanda ● Committed to enabling people living in poverty transform their lives with their own resources ● Flexible and adaptable to ever changing environments ● Diplomatic and determined ● An understanding of and a commitment to Tearfund’s Mission, Values and Beliefs Statement. 	
<p>OTHER COMMENTS:</p> <ul style="list-style-type: none"> ● All roles require a Police check ● Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		