

Job Profile: **gold-youth** Field Coordinator

Main purpose:

The Field Coordinator will coordinate field-based activities for **gold-youth** in the relevant Province or District in line with the RSA Field Plan.

This will involve:

1. Coordinating the relationships between **gold-youth** and all its programme stakeholders.
2. Coordination of the day-to-day administration of the Field Office.
3. Coordinating the Field Activity Operational Plan. This will involve the implementation of field-based activities to support effective service delivery of **gold-youth** to Social Franchisee and Peer2Peer Partner organisations as well as working closely with team members from community-based organisations and schools who have collaborated with **gold** in the implementation of youth peer education in alignment to the **gold** model.

Reporting to: RSA National Manager

Effective date:

This job profile will be effective from February 2021.

Context:

The Co-ordinator must be based in the relevant province and must be prepared to travel in a team or alone to **gold** sites and offices when required. On occasion this may include time away from home.

Authority Level and Decision Making:

The post holder will be able to make decisions regarding methods employed to coordinate field-based services. This will happen within the context of already agreed functional and operational plans, budgets and organisational policies and procedures and in consultation with the RSA National Manager

Key result areas:

This list contains roles that are typically associated with the job. It is not all-inclusive and may vary from time to time.

1. General Provincial Oversight

- Ensuring coordination and implementation of field-based service delivery functions in line with the Field Activity Plan.
- Supporting the co-ordination of the day-to-day administration and management of the **gold** office.
- Reporting to the RSA National Manager on all field-service delivery activities.
- Administering, collating and submitting Registers, Reports and Tools from Peer2Peer partners for Sub-grant reporting process before disbursement.
- Facilitating annual spot-checks with each Peer2Peer partner to ensure that there is compliance and verification of activities completed.

- Facilitating the registration of all youth engaged as Facilitator Interns on identified sites.
- Facilitating the completion of Harambee Hustle content via Harambee platform.
- Co-ordinating and collating all relevant documentation to adhere to compliance and due-diligence in relation to partner organisation and youth.

2. Stakeholder Management

- Managing stakeholder relationships with Peer2Peer Partner organisations including Directors and Programme Managers, Site- Co-ordinators; Facilitator Interns, network contacts and other **gold** team members.
- With support from the Stakeholder Mobilization Manager, managing relationships with Government Provincial and District coordinators.
- Supporting relationship management with all stakeholders related to **gold-youth** Provincial Peer2Peer Scale Project.
- Coordinating logistics and leading Peer2Peer partner site visits.
- Completing and submitting Stakeholder Management Peer2Peer Partner trackers, databases and reports to the Stakeholder Manager monthly and quarterly as and when required.

3. Peer Education Programme Development

3.1 Research and Development

- Supporting and participating in Programme Development through Review meetings.
- Supporting Provincial teams in the implementation and coordination of Research and Development field activities and events.

3.2. Training and Support

- Managing the implementation of the Peer Education Behaviour Change Workshop through a 2 or 5 Day Face-to-Face workshop.
- Facilitating the Online Training process via the **gold-youth** Moodle (online learning) platform that will be made available for all youth. Supporting participation by telephonic and face-to-face coaching.
- Maintaining and updating the Provincial training databases and schedules.
- Coordinating logistics for on-site support visits for coaching and mentoring to Social Franchisee and Peer2Peer partner sites when required.
- Ensuring that training and workshops are provided timeously and within budget whilst reporting any over or underspend.
- Providing coaching and mentorship to Social Franchisee and Peer2Peer partner organisations and reporting observations and learnings to RSA Manager.
- Collating and submitting all Training & Support (T&S) monthly and quarterly Reports to RSA Manager on time.
- Ensuring all tools, trackers and databases, including attendance registers are updated and submitted to the T&S Manager.

3.3. Quality Assurance

- Participating in the documentation of learnings for the Province Peer2Peer scale pilot Learning Brief process, based on briefs provided by the Quality Assurance (QA) Manager.
- Completing all Peer2Peer partner tools, templates and reports for data collation quarterly to QA Manager.

Core skills and competencies required:

- Good written and verbal communication skills
- Networking skills
- Leadership skills
- People management skills
- Negotiating skills, with a commitment to facilitate mediation and resolution
- Computer skills – MS Office
- Knowledge and understanding of peer education
- An understanding of **gold's** training approach, as well as the **gold** Model and experiential learning methodology
- Planning and task management skills
- Administration skills
- Written and verbal communication skills
- Fluent in English and another South African or African language
- Knowledge of budget management.

Characteristics:

- Initiative and innovation
- Flexibility
- Creative problem-solver
- Team-player
- Ability to accommodate change
- Ability to create necessary structure for effectiveness
- Ability to translate vision into deliverable, structured pieces of work
- Committed to community transformation through youth
- Committed to living a lifestyle of character with strong values and personal vision.

Qualifications:

- Relevant degree in teaching, psychology, social work, development practice or equivalent experience.
- At least two years' experience in youth peer education programme management including management of related programme stakeholders or relevant community experience.
- A valid Drivers Licence.