Job Profile: Content and Training Coordinator

This document explains the key roles and responsibilities of the Content and Training Coordinator working in the gold-youth Hub team in support of the Research & Development and the Training & Support functions.

Main purpose and objectives:
Supporting the refinement and delivery of gold-youth Hub operational strategies, methods, policies, and plans to ensure implementation across all gold countries and provinces where the gold Model is being implemented. This will be done in collaboration with National Managers and Provincial Field Teams and with direct support from Hub Managers.

Main responsibilities:
- General administration (includes but not limited to: filing online & printed, telephone calls, creating spreadsheets & presentations, basic financial administration)
- Proof reading of gold curricula, reports and training resources
- Quality assurance (includes but not limited to: updating of databases, analysing quarterly performance assessments and one-to-ones, assisting in the collecting and collating of relevant data)
- Updating of gold content (includes but not limited to: training process notes, Facilitator Intern Portfolios, Training resources)
- Development of clear and comprehensive project briefs, coaching notes, online training material, tools and other gold curricula
- Assist with RSA (and other gold countries where appropriate) accreditation processes (includes but not limited to: updating databases, tracking sheets, reviewing of policies, coordinating staff in the updating of policies, assessor training, assess Portfolios of Evidence, report writing).
- Perform desk research and collect information from online sources (must be able to reference sources and discern quality of sources/data)
- Assist in development of internal and external video content
- Assist in writing contextual analyses and other research reports.
- Assist in the delivery of training where needed (face-to-face and/or online)
Reporting to:
- Additional Task Manager: Hub Manager of Research & Development Function

Effective date:
- This job profile will be effective from July - August 2021.

Context:
The conditions under which the job operates allows the Coordinator to work at least 1-2 days per week from the Hub offices in Rondebosch, Cape Town, South Africa with the option of working remotely for the other days. This is subject to change dependent on circumstances. The Coordinator should be willing to travel as needed to other gold communities or countries of operation from time to time.

Qualifications and experience:
- Undergraduate degree/diploma preferred in relevant field, but relevant 2 to 3 years work experience in lieu of degree/diploma will be considered.
- High School teaching experience will be a strong advantage.

Core Skills and Competencies:
The following competencies are required:

- Excellent writing and editing skills
- Publishing knowledge advantageous
- Have a training background, and an understanding of how to present content in an engaging and blended way (teaching experience would be an advantage)
- Ability to design and develop training curriculum for blended delivery
- Excellent written and verbal communication skills, fluency in English; a working knowledge of an African language is advantageous.
- Advanced computer skills – MS Office
- Understand the basics of editing and proofreading, and be able to check DTP corrections accurately
- Understanding of accreditation standards, programme design, curriculum development and research methodology
- Understanding of learning model and experiential learning methodology
- Project evaluation skills
- Good knowledge of quantitative and qualitative data collection and analysis methodologies
- Excellent report writing skills
- A team player, with the ability to self-manage and ensure tasks are completed to standard and within the given time frames
- Knowledge and experience of administration
• Passionate about youth’s role in community transformation in Africa
• Knowledge of using the Moodle technology learning platform and training on zoom or equivalent digital platform an advantage

**Characteristics:**

• Detail-oriented
• Organized and excellent capacity for managing logistics
• Solutions-seeking, positive and teachable
• Willing to learn
• Takes initiative
• Willingness to go the extra mile
• Critical and strategic thinker
• Creative Problem-solver
• Team Player
• Adaptability and flexibility to accommodate change
• Committed to community transformation through youth
• Committed to living out a lifestyle demonstrating ethical character and personal vision