

Job Profile: Northern/ Eastern Cape Field Co-ordinator

Main purpose:

The Field Co-ordinator will coordinate field based activities for **gold-youth** in the Region of Northern and Eastern Cape. This will involve:

- 1) Co-ordinating the relationships between **gold-youth** and its Northern Cape and Eastern Cape Stakeholders.
- 2) Co-ordinating the Northern Cape Eastern Cape field team and assisting in the co-ordination of the day to day administration of the **gold** Field Office in Northern Cape.
- 3) Coordinating the Northern Cape/ Eastern Cape field based plan. This will involve carrying out implementation of field based activities to support the effective service delivery of **gold** Model to partner organisations in the Northern and Eastern Cape. This includes working closely with staff of community and faith- based organisations that have collaborated with **gold-youth** in the implementation of youth peer education in alignment to the **gold** model.

Reporting to:

South African National Manager

Context:

The conditions under which the job operates, requires that the applicant be based in Northern Cape and must be willing to travel regularly (in a team or on their own) via plane and / or road to **gold** Head Office or selected sites and underserved communities where **gold** Peer Education is being implemented. This may include overnight stays of up to two weeks away from home in the Western Cape at **gold** Hub and Northern Cape and Eastern Cape regions as well as in Johannesburg which may be a training venue for field based delivery.

Authority Level and Decision Making:

The Field Coordinator will be able to make decisions regarding what methods are employed regarding the coordination of field based services in Northern / Eastern Cape. This will be done within the context of already agreed: Functional Operational Plans; budgets; organizational policies and organisational procedures.

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 Regional Coordination

Play a key role in ensuring the co-ordination and implementation of the Field based service delivery functions in the Northern / Eastern Cape.
Manage the delivery of Organisational Support Plan for Northern/ Eastern Cape.
Assist in the co-ordination of the day to day administration of the **gold** Northern Cape office.
Line Manage the Northern Cape/ Eastern Cape Field Support Officer
Report to the South African National Manager concerning field service delivery activities in Northern Cape.
Managing all Field Operational Budgets in line with standards for expenditure, payment and reconciliation.

2. Peer Education Programme Development

2.1 Stakeholder Management

Co-ordinate the stakeholder relationships between Northern Cape and Eastern Cape Social Franchisees (SF Leadership including Directors and Programme Managers; Facilitator Interns; regional collaborative NGO's; and relevant network contact persons) as well as other **gold-youth** personnel. This will involve being the interface between staff of the implementing organisations and **gold**.
Co-ordinate relationships with other Programme Stakeholders (Government, District level coordinators; MPU collaborative NGO's; and relevant MPU and LIM network contact persons)
Coordinate logistics for and oversee the annual Stakeholder Management Workshops, Director and Government Workshops.
Coordinate logistics for and oversee the Bi-annual PEF's

2.2. PE Advocacy and Programme Visibility

Co-ordinate logistics for and oversee the regional community upliftment campaigns and advocacy and awareness activities in line with AV Brief from Hub.

2.3. Research and Development

Participate in the implementation and coordination of R&D field activities where required based on RD Brief from Hub.

3.2. Training and Support

Coordinate implementation of the Northern Cape/ Eastern Cape training schedule.
Maintain and update Northern Cape/ Eastern Cape SF training database.
Coordinate logistics of and conduct quarterly onsite support visits and Coaching for Programme Managers; Coordinators and Facilitator Interns at each Social Franchisee site in Northern Cape/ Eastern Cape.

Fulfil the role of trainer by participating in the delivery of selected **gold** training courses and workshops for programme managers, directors and Facilitator Interns of organisations in Northern and Eastern Cape.

Provide support to programme managers and site coordinators by attending forums and networking events and regional meetings and reporting findings and developments to SA National Manager.

3.3. Quality Assurance

Co-ordinate and participate in the implementation of Field QA plans.

Ensure that all relevant QA Reports related to Social Franchisees are timeously submitted.

Ensure that **gold's** M&E Tools and Reports related to Social Franchisees are timeously submitted.

Ensure that all Field functional reports are timeously submitted.

3.4. gold Grad Management

Play a key role in the execution of activities related to Connections as directed by Hub Connections and Placements Co-ordinator

- Support the process to build the **gold** network of current and future demand-side partners – for placements in NC/EC
- Based on relationships that get built with demand-side partners, identify which ones can be leveraged for opportunities from these partners to provide **gold-youth** vocational training and job shadow opportunities.
- Play a key role in supporting implementation of the **gold** placements service for youth in all countries and regions of operation as directed by the Hub.
- Participate in **gold** placement systems and processes as directed by the **gold** Connections and Placements Co-ordinator.

Ensure that the **gold** Grad and Connections database is updated regularly and accurately.

Provide input on **gold** Grad and Future Forward process notes and **gold** Grad activities.

Manage the co-ordination of In Emerging Market Company Workshops.

Manage the co-ordination of **gold** Networking events in line with budget.

Ensure that every **gold** Grad and Connections Brief from the Hub is executed well within time and budget.

Represent **gold-youth** at meetings with Demand Side Employers, Vocational Partners and strategic National Placement Partner as directed by the Hub Connections and Placements Co-ordinator.

Ensure that mentoring groups are taking place according to **gold** standards.

Core skills and competencies required:

Good written and verbal communication skills

Networking skills

Leadership skills
People management skills
Mediation skills, with a temperament given to dialogue and the resolution of issues
Computer skills – MS Office
Excellent understanding of peer education and capacity building of stakeholders
Understanding of GoLD's training approach, especially the learning model and experiential learning methodology
Planning and task management
Good administration skills
Report writing skills
Fluent in English and Xhosa or Sotho or isiZulu
Knowledge of budget management

Characteristics:

Initiative and innovation
Willingness to go the extra mile
Creative Problem-solver
Team-player
Adaptability and flexibility to accommodate change
Ability to create necessary structure for effectiveness
Ability to translate vision into workable, structured pieces of work
Committed to community transformation through youth
Committed to living out a lifestyle of character, strong values and personal vision

Qualifications:

Relevant qualification 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
Valid Drivers Licence essential