



Job Profile: WC Training and Support Officer

If you would like to apply for this position, please email your CV and a covering, motivational letter to mel@goldpewc.org.za by 12pm on 15 February 2010. The position is available from April 2010. Successful applicants will be notified for interview dates, to be held end of February 2010

Main purpose

To coordinate and participate in the implementation of WC training and support service delivery activities by fulfilling the roles of stakeholder manager, trainer, coach and facilitator.

Reporting to:

- People Manager/Point of contact- WC Provincial Manager
- The WC Training and Support Officer will also report on tasks to the Head Office Field manager regarding training and support outputs that the Training and Support Officer is responsible for.

Effective date:

The profile will be effective from 1 April 2010 and will continue until a revised profile is agreed in writing by the incumbent of the position and the WC Provincial Manager.

Context:

The conditions under which the job operates, requires that the Training and Support Officer be based in Western Cape and must be willing to travel (in a team) for up to two weeks at a time via plane and/or road to selected sites and underserved communities where GOLD Peer Education is being implemented in the Western Cape as well as in other GOLD provinces and countries from time to time when required.

Authority Level and Decision Making:

The WC Training and Support Officer will be able to make decisions at a WC implementation level within the context of agreed functional strategies, budgets and outputs. This will include using agreed training process notes (developed in collaboration with HO Training & Support; and Research and Development Functions) and methods of facilitation and coaching. Head Office Functional Strategies, budgets and outputs will be jointly agreed by the GOLD Senior Management. This will take place at annual planning

and will include representation from all areas of the organisation. The WC Training and Support officer will participate in this process.

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. Stakeholder Management, Resource Mobilisation and Advocacy and Visibility

- When required, fulfill the support role of co-facilitator/co-trainer in the implementation of WC Stakeholder Management, Resource Mobilisation and Advocacy and Visibility field events e.g. WC Educator orientation training; WC Provincial Peer Education Forums; and WC Peer Education Advocacy and Programme Visibility Events.
- Support the WC Provincial Manager to establish relationships with WC Provincial Programme Stakeholders and participate as a representative of GOLD in relevant WC networking forums when required
- With support from a WC Programme Administrator, manage relationships with WC facilitators
- Establish relationships with Youth Peer Education experts and Community Stakeholders and participate in relevant networking forums in the WC when required

2. Research and Development

- Assist the WC Research and Assessment Officer by supporting in the implementation of R&D field service activities. This may involve:
 - Supporting to co-facilitate quarterly provincial programme design task teams when required
 - Supporting to co-facilitate quarterly focus groups and interviews
 - Supporting to document best practices and findings on the ground related to implementation of GOLD peer education to inform the ongoing development of the GOLD programme and products.
- To participate by giving input to the development of training material

3. Training and Support

- Carry out the implementation of the WC training and support schedule
- Give feedback on GOLD training procedures and methodology

- Co-ordination of logistics for all aspects (including budgeting and payments) of WC training and support activities with support from WC Programme Administrator
- Train WC facilitators and programme managers in all aspects of the GOLD Peer Education Programme at a lead trainer level according to GOLD training procedures
- Do on-site coaching and support for small groups of facilitators in the WC organisations through the implementation of formal and informal (scheduled and unscheduled) contact
- Give feedback to the WC Provincial Manager as well as the Training and Support Coordinator regarding the effectiveness of the training content and methods
- Ensure the compilation of training and support activity reports for all WC Provincial training and support events

4. Quality Assurance

- Assist the WC Research and Assessment Officer by supporting in the implementation of QA field service activities in a way that informs: 1) the ongoing development of M and E tools and 2) the evaluation of the impact of GOLD Peer Education and therefore programme improvement strategies. This may involve:
 - Supporting to co-facilitate quarterly regional M&E task teams
 - Supporting to co-facilitate quarterly focus groups and interviews
 - Supporting to document best practices and findings on the ground related to implementation of GOLD peer education to inform the ongoing development of the GOLD programme and products.
 - Supporting in the quarterly facilitator assessment process

Key Competencies:

- Computer literate
- Understand principles of interactive learning methodology
- Able to train managers and facilitators
- Advanced facilitation skills
- Good English written and verbal skills
- Fluent in English and Xhosa
- Report writing skills
- An ability to train as well as to support through coaching
- A good organiser with an eye for detail

- Counselling Skills
- Coaching Skills
- Basic research, documentation and assessment skills
- Values based person (in agreement with the beliefs and values of GOLD) and a heart for young people
- Committed to community transformation.
- Valid Drivers License
- Excellent knowledge of the GOLD Peer Education Model
- Ability to translate vision into workable, structure pieces of work

Characteristics:

- Consistent
- Willingness to go the extra mile
- Adaptable and flexible
- Cross-cultural understanding and translation skills
- Committed to living out a lifestyle of character, strong values and personal vision (in agreement with the beliefs and values of GOLD) and a heart for young people
- A desire to inspire facilitators reach their full potential
- Willing to work outside normal working hours from time to time

Experience needed:

- At least 2 years experience in training.
- Youth development experience.
- Community Development
- Coaching experience

Qualifications:

- Possession of a tertiary qualification in Development Practice, Youth Development, Sociology, Social Work, Psychology or similar experience.