
Job title:	Project Coordinator for the 'Get Into Employment' project
Reporting to:	Country Director
Responsible for:	Planning, executing and monitoring all project activities
Works with:	Country Director, project team, school leaders, industry leaders
Location:	Freetown with the possibility of extending or relocating to Port Loko in the future
Contract Type:	1 year with the possibility of an extension – full-time
Hours:	40 hours per week, additional hours as required

Job Purpose

EducAid is collaborating with The King's Trust International (KTI) to pilot its flagship *Get Into Employment* initiative. We are seeking an experienced but fresh-thinking Project Coordinator for this effort. The *Get Into Employment* project prepares young people who are not in formal education, employment or training to secure placements in the private sector. For this pilot phase, the Get Into Employment project in Sierra Leone will focus on opportunities in the hospitality sector. In addition to developing the systems required to implement and monitor delivery of programme offerings, the Project Coordinator will be instrumental in building and enabling a multi-stakeholder community for the effective implementation of the activities. To succeed in this role, you will have experience developing and implementing strategies for successful implementation, building and managing partnerships with a broad range of stakeholders, and working with youth from diverse backgrounds.

Overview

EducAid is a UK-registered charity established in 1995 to restore and strengthen education in Sierra Leone. EducAid provides free, high-quality education to some of the most vulnerable and underprivileged children in Sierra Leone. It currently runs 5 schools and trains teachers in more than 300 partner schools as part of our teacher training and school improvement programmes. EducAid works to increase the enrolment, retention and achievement of girls and young women at every level with its equality programmes.

Our schools are the bedrock of everything we do, and success in values-based learning is paramount to the success of EducAid as a whole.



Responsibilities:

- **Employer engagement** – collaboratively develop a hospitality employer engagement strategy; conduct employer engagement activities, including but not limited to calls, meetings, events and networking.
- **Young people engagement** – Develop a young people enrolment profile based upon targeting ‘Opportunity Youth’; deploy effective communications and mobilisation strategies to recruit young people who meet enrolment profile.
- **Young people training** – Compile and adapt existing toolkits, materials and content, and integrate any sector specific skills identified by employer, to develop training programme and timetable for training youth participants; ensure training involves participating employers where appropriate.
- **Organising Taster Day event** – Design and organise Taster Day (selection day) event; undertake introductory presentation; participate in interviews and ‘post-interview selection of young persons’ with employers.
- **Continued employer engagement** – Maintain positive relationships with employers over the course of each project cohort.
- **Graduation event** – Design event, employers and young people; undertake introductory presentation.
- **Monitoring, Evaluation & Reporting** – Develop M&E framework for the project;; and oversee data collection; during weekly partnership meetings discuss possible adaptations to next programme cohort rollout based on findings and outcomes of current cohort; jointly with KTI undertake a lessons-learned evaluation of project and outcomes; collate the necessary information and compile donor reports and case studies; review budget reporting template every two months and discuss re-forecasting when required.
- **Action and monitor agreed timetable of activities** – Meet with KTI regularly (at least monthly) throughout the term to discuss progress, issues, blockages and jointly find solutions/re-forecast activities.
- **Safeguarding** – Meet with KTI to hold a termly review to discuss safeguarding issues, ongoing management, best practice, and effective signposting.







- **Exploration and development of future opportunities** – Work with KTI to explore and develop potential future opportunities.
- **Other Responsibilities** – Perform other duties as may be required from time to time by the line Coordinator.

Decision Making

EducAid operates under the system of Every Voice Counts; the EVC is designed to ensure that peoples’ voices from throughout EducAid are listened to in every decision. As with any organisation, however, there needs to be a decision-making hierarchy. The line Coordinator is the person who must ultimately take responsibility for taking and communicating their decision.

Guiding Principles in Decision Making

Every time you make a decision it is your responsibility that it is accounting for these guiding principles. Does your decision follow these guidelines?

Protect teaching time	
Ensure emotional, physical and academic safety of all	
Adhere to previously established protocols and policies	
Do your best	
Protect others’ progress as I protect my own	
Love and do as you will – Kindness!	
Value for money: no cost – low cost	

Person specification:

- Education to degree level or equivalent in a relevant field.
- Extensive understanding of the skills and employability ecosystem and how to maximise its potential for expanding economic opportunities for youth; extensive knowledge and understanding of skills and training principles, policies, regulations and processes.
- Experience developing and managing stakeholder relationships; experience working in diverse partnerships with local authorities, private sector, skills providers and government departments.
- Excellent budget and project management skills.
- Advanced communication and presentational skills.
- Excellent interpersonal skills that can be used to engage with a wide range of audiences; significant experience in customer facing administrative roles.
- Strong analytical, information and problem-solving skills.
- Excellent facilitation and negotiation skills and experience of consensus building.
- High standards of integrity, honesty and professionalism.
- Experience in prioritisation and time management of own and others’ workloads to achieve utmost outcomes.
- Ability to work effectively under pressure, meet deadlines and targets.
- Experience in using ICT systems, particularly Microsoft Office packages to include Word, Excel and PowerPoint, and CRM systems.
- Fluency in English required – oral and written.