

## JOB DESCRIPTION

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**Title: School Engagement Officer**

**April 2017**



**Objective:** To ensure that youth engagement is enabled in the school context, groups are effective and young people become employable.

**Reports to:** Provincial Manager

### **Organization Background:**

Columba Leadership ([columba.org.za](http://columba.org.za)) is an NGO that activates youth enterprise and employment by helping young people transcend their personal circumstances and offers meaningful social impact to all investors.

### **Primary functions and responsibilities**

The School Engagement Officer will be responsible for the following:

1. Activation and Mobilisation of School Clusters
  - Facilitation of cluster sessions
2. Building School Pipeline
  - Support Provincial Manager in delivering principal information sessions
3. Enabling Youth Engagement in Partner Schools
  - Facilitate Principal engagement in conjunction with the Provincial Manager
  - Facilitate school management team workshop
  - Conduct educator presentation
  - Document draft school vision for youth engagement
  - Support selection of participants
4. Supporting Youth Engagement as a thinking partner
  - Post-academy re-engagement sessions in compliance with engagement plan as:
    - Troubleshooting
    - Principal
    - Values Champions
    - Learners
  - VCE and VCC
    - Enrol VC participants
    - Orientate participants
    - Facilitate allocated sessions
    - Facilitate re-joining session after VCE



5. Monitoring and Evaluation & Reporting
  - Implement M&E plan with support from M&E team
  - Promote Catalyst application
  - In-house monitoring report per engagement (fact sheets, story analysis)
  - Contribute to provincial reports for investors
  - Identify and share positive stories
  
6. Teamwork
  - Taking initiative (going the extra mile)
  - Supports and respect others in the team and organization
  - Maintains positive attitude
  - Effective communication with team members

#### **Other Responsibilities**

- Corporate engagement support during school visits
- Involvement in Youth Connexion
- Attendance at other provincial events
- Possible facilitation in other provinces
- Contribute to programme design, piloting and implementation

#### **Competencies**

- Passion for youth development
- Coaching skills
- Good communication skills with adults and learners
- Proficiency in at least 2 local languages
- Facilitation skills
- Guiding and motivational skills
- Effective written communication skills
- Observation skills
- Creative, flexible, able to troubleshoot
- Confidence in working with school leaders and educators
- Self-driven
- Brand ambassador – exemplifies the Columba values

#### **Experience Required**

- Tertiary education preferable
- At least 3-5 years' experience in Youth Development
- Previous experience working with principals and educators preferable
- Computer literacy in MS Office essential
- Driver's license and own car essential.

#### **Other:**

Willingness to travel extensively within the region.

