

DRAFT - Events and Programmes Coordinator at Bertha House

- Own, manage, and deliver the implementation of projects (particularly 2s and 4s and Media Lab) relating to the Narrative Justice programming at Bertha House.
- Set up and maintain systems (including project management tools, databases, and resources) to effectively plan and implement Bertha House Narrative Justice programming.
- Act as the key Bertha House representative in all projects relating to Narrative Justice, whether internally led or driven by partners.
- Set up systems to effectively store and maintain all gear or equipment related to Narrative Justice programming.
- Establish SOPs surrounding Media Lab use.
- Manage venue bookings related to Bertha House.
- Work with the relevant functional areas in Bertha House (e.g., operations, programmatic, marketing, etc.) to deliver workstreams and milestones successfully and timeously.
- Support functional areas through value-added proactive engagement to solve issues and meet their project milestones on time.

Community Partnerships

- Manage and grow Bertha House partnerships that fall under Narrative Justice and programming.
- Assist senior management in identifying and originating new Bertha House partnerships that align with strategic objectives and milestones.
- Work closely with Bertha House partners to identify and deliver growth opportunities.
- Develop business cases to assist the Programmes Manager in understanding the value of potential partnership opportunities.
- Develop community agreements with new partners.
- Co-manage Bertha House's community outreach sessions which are focused on strengthening relations with grassroots organisations.

Team Management

- Guide, advise, mentor, and coach junior staff and peers to develop and broaden their skills, including providing on-the-job learning opportunities.
- Support the programming team's work to develop, nurture, and maintain a community culture that exemplifies the Bertha Spaces principles.
- Collaborate with the Bertha House programmatic team to build and maintain the Bertha House database.

Bertha House Values

- Support other existing Bertha House programs.
- Work closely with and provide support to other team members.

Social Media

- Assist the Comms and Marketing Strategist in maintaining the Bertha House social media presence.
- Generate content for social media in line with Bertha House communication needs.
- Contribute to social media marketing and strategy.

Technical Skills and Public Engagement

- Be technically inclined and skilled in operating cameras, editing, and podcasting.
- Facilitate workshops, events, or discussions and demonstrate comfort with public speaking.

Experience & Requirements

- Proficiency with AV production processes and Adobe.
- Project management experience.
- Experience in managing a budget.
- A minimum of 5 years of experience working with activists, social movements, NGOs, and other actors advancing social justice and human rights.
- Experience in community engagement.
- Excellent interpersonal and conflict resolution skills.
- Strong verbal and written communication skills.
- Speaking more than one South African language is preferable.