

## **Title MAMAS Academy Coordinator**

The Coordinator: MAMAS Academy of MAMAS Alliance Secretariat is an employee of Kinderfonds MAMAS in the Netherlands and reports to the Managing Director of MAMAS Alliance Secretariat.

Works Closely With: Learning Lead (for curriculum execution), Project Managers (for participant/partner engagement) and the Managing Director SAF and the Project Portfolio manager

### **Key Purpose of the Role**

To ensure the effective, efficient, and high-quality delivery, coordination, and execution of all MAMAS Academy learning programs and associated projects, serving as the central coordinator between the Learning Lead, partner NGOs, and MAMAS Alliance management.

### **Core Responsibilities**

#### **1. Academy Coordination & Logistics (Primary Focus)**

- Coordinate the full logistical and operational lifecycle for all MAMAS Academy events, training sessions, and learning trajectories, including venue booking, material preparation, and travel arrangements for participants and trainers.
- Manage the Academy calendar, scheduling all in-person and blended learning events in close collaboration with the Learning Lead.
- Oversee the participant application, selection, and onboarding process for all Academy programs (e.g., Career Support Programme).
- Maintain and update the Academy's digital learning platform (if applicable), ensuring all resources and learning materials are correctly uploaded and accessible to participants.
- Coordinate external service providers and trainers as needed for program delivery.

#### **2. Program Execution & Support**

- Act as the primary point of contact for program participants and partner NGOs regarding Academy program execution and logistics.
- Facilitate the smooth running of in-person training sessions and events, handling on-the-day logistics and participant support.
- Support the Learning Lead in the distribution, collection, and analysis of participant feedback and post-learning assessments to measure satisfaction and practical application.
- Conduct light-touch, Academy-specific follow-up visits with partner NGOs to gather feedback on the Academy's impact and inform the Learning Lead on future needs.

#### **3. Project Management & Reporting**

- Monitor the MAMAS Academy budget, ensuring cost-effective execution of all programs and reporting on expenditure in coordination with MAMAS' management in the Netherlands.
- Compile and submit comprehensive internal reports on the Academy's activities, participation rates, logistical efficiency, and initial program outcomes to the Managing Director.
- Gather, compile, and present necessary documents and data for both internal and external (donor) reporting specific to the MAMAS Academy's projects.
- Contribute to improving project communication related to the Academy, ensuring timely and professional communication with all stakeholders.

#### **4. Stakeholder Engagement**

- Serve as the central coordinator to ensure strong coherence and synergy between the MAMAS Academy's goals and the broader objectives of the MAMAS Alliance network.

#### Qualifications & Attributes

- Experience: Proven experience (e.g., 3+ years) in project coordination/management, preferably within the learning, non-profit, or development sector.
- Skills: Excellent logistical and event management skills. Strong organizational skills with keen attention to detail. Proficient in project management tools and standard office software.
- Attributes: Highly organized, proactive, a strong communicator, and able to manage multiple priorities efficiently. Must have a professional, respectful, and transparent approach to partner relationships.
- Willingness to travel within South Africa for Academy event execution.