



Igniting potential through
excellent education so
that learners can thrive

commongood

POSITION AVAILABLE

(THRIVE) PROGRAMME FACILITATOR AND TRAINER

ABOUT OUR ORGANISATION

Common Good is a faith-based, not-for-profit organisation working in a range of communities. We're passionate about addressing issues of social justice that challenge our city. We seek to make a positive and lasting impact in the areas of early life, education and employment, so that individuals and communities across Cape Town can build brighter futures for themselves.

In June 2016, Common Good was appointed as a School Operating Partner (SOP) in the Collaboration Schools Initiative, a pilot project of the WCED.

JOB OVERVIEW

As the Thrive internship programme across our collaboration schools expands, we are looking for a dynamic individual who will be responsible for coordinating, facilitating, mentoring and training across the 3 to 4 schools. A pioneering and resilient spirit that is open to working with various personalities within potentially challenging school contexts.

KEY RESPONSIBILITIES

- Pilots what it takes to manage an internship programme across multiple schools
- Coordinates all interns across three schools and also coordinates all existing training
- Works closely in the design of an appropriate programme and provides input on core elements
- Mentors and coaches' interns at three schools currently
- Coordinates role of interns within the schools
- Collaborates with other school operating partners in developing internship programme
- Collaborates with Instill Education and Ark in the provision of training and coaching
- Investigates options and assists interns in their registration for further study
- Assists interns in the successful completion of their studies
- Investigates funding options for study
- Investigates options for internship funding
- Monitors progress of interns

MINIMUM REQUIREMENTS

- Completed Matric / Grade 12
- Education qualification preferential

- Experience in training, coaching and mentorship (Education experience preferential)
- Programme Design experience

SKILLS AND KNOWLEDGE

- Excellent coordination skills and attention to detail
- Programme design
- Excellent administrative skills
- Proficient computer skills

COMPETENCIES AND ABILITIES:

- Highly proactive with good self-leadership
- Advanced problem-solving and decision-making skills
- A pioneering and resilient spirit that is open to working with various personalities within potentially challenging school contexts
- Competent and skilled communicator with high levels of emotional intelligence
- Approachable and trustworthy
- Excellent interpersonal skills & the ability to develop positive working relationships with individuals & teams
- Mature and responsible attitude towards work with the ability to take ownership of outcomes
- Highly adaptable to the ever-changing education landscape
- Excellent attention to detail
- Excellent time management & organisational skills

NB: Your own transport is essential, as you will be traveling between locations regularly

APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references to:

Stacey Calvert (stacey.calvert@commongood.org.za) by **14 January 2019**.

NB: Indicate the position title in the subject line

NOTE: An application will not in itself entitle the applicant to an interview or appointment. Applicants who fail to meet the minimum requirements will be automatically disqualified from consideration. Applicants who do not receive a reply within two weeks of submission should deem their application to have been unsuccessful. We reserve the right not to fill the position.