

## POSITION AVAILABLE

## EARLY LIFE CONTENT DEVELOPER

CONTRACT TYPE: FULL TIME PERMANENT  
AVAILABILITY: IMMEDIATELY/APRIL 2025  
LOCATION: OBSERVATORY, CAPE TOWN  
REMUNERATION RANGE COMMENSURATE WITH EXPERIENCE

## THE OPPORTUNITY

Common Good seeks to employ a Content Developer to join our Early Life Team, which supports its programme, Sikunye. Sikunye focuses on inspiring, equipping, and supporting churches in caring for families with children in their first thousand days of life (from conception to two years). Over 1,600 churches have committed themselves to caring for families.

The Content Developer will create engaging content, deliver impactful workshops, and work directly with churches and partner organisations to strengthen their support for families in their communities.

If you're passionate about creating high-impact content that equips churches to serve families and communities better, we'd love to hear from you!

## YOU'LL THRIVE IN THIS ROLE IF...

- You're passionate about using creative content to equip and mobilise churches.
- You enjoy working closely with teams, external partners, and church leaders to craft content that makes a difference.
- You're a strong writer with experience translating complex ideas into practical, user-friendly materials.
- You're proactive, detail-oriented, and comfortable juggling multiple projects simultaneously.
- You value working in collaborative environments but are also a self-starter who can take initiative.

## KEY RESPONSIBILITIES

The successful individual will be responsible for the following duties, which are not limited to:

- **Content Development:**
  - Develop content for WhatsApp, Zoom, and in-person church-facing events.
  - Write scripts, workshop materials, and post-event resources aligned with Sikunye's messaging.
  - Brief team members who will present or facilitate content, ensuring they are well-prepared.
  - Present content directly in workshops and events as needed.
- **Programme Support:**
  - Contribute to the design and refinement of content for the **Build the Village** (BTV) programme.
  - Support delivery of BTV workshops and manage relationships with a group of churches in each cohort.
  - Develop new programme content and resources for emerging initiatives (e.g., supporting churches working with teen parents or families in poverty).
- **Church-Focused Resource Creation:**
  - Develop, write, and maintain a library of church-facing resources (PDFs, videos, posters, and images) to support church leaders and volunteers.
  - Regularly update the resource database and promote materials through Sikunye's communication channels.
- **Social Media and Communications Support:**
  - Contribute to social media content, newsletters, and WhatsApp broadcasts when needed.
  - Collect and document stories of change for use in promotional materials and reports.
- **Training Delivery:**

- Assist in delivering training content for established Sikunye workshops and programmes, such as:
  - Church & Early Life
  - How to be FTD-Friendly
  - Khathalela
  - Fatherhood in the First Thousand Days
- **Stakeholder Engagement:**
  - Engage external stakeholders and content experts to source and refine materials.
  - Ensure all content is accurate, relevant, and aligned with Sikunye's messaging.

## MINIMUM REQUIREMENTS

- **Education:** University degree.
- **Experience:**
  - Minimum of 5 years' experience developing programmes and educational materials for diverse contexts.
  - Proven experience writing and developing content for adult learning.
  - Experience working with church-based organisations or early childhood development is advantageous.
- **Languages:** Proficiency in English is required. Knowledge of additional African languages is advantageous.
- **Skills:**
  - Strong programme design, writing, and facilitation skills.
  - Ability to translate complex information into accessible, engaging content.
  - Excellent time management, with the ability to meet deadlines.
  - Strong attention to detail and organisational skills.
  - Ability to work with diverse churches and stakeholders, adapting content to fit various contexts.
  - Highly proactive and comfortable working independently when needed.

## ATTRIBUTES WE VALUE

- Self-starter with a high level of personal initiative.
- Collaborative communicator who shares helpful information with teammates and external partners.
- Flexible and adaptable
- Determined and results-focused

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## APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references, along with the "consent by job applicant" form by **Monday, 24 March at 10am**.

To: [applications@commongood.org.za](mailto:applications@commongood.org.za)

REF: Indicate the job 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 one month of submission should deem their application to have been unsuccessful. We reserve the right not to fill the position.

## OUR MISSION

Common Good is a **faith-based development organisation** that supports grassroots transformation. At the heart of our mission is the belief that **God cares deeply for South Africa** and desires to see a groundswell of mercy and justice in action here. Through **strategic alliances** with churches, NGOs, organisations, schools and government, we cultivate **ecosystems of hope** that show that a shared, brighter future is possible for South Africa. We don't just build solutions; we craft **sustainable, research-driven initiatives** at **critical life stages** that are both **scalable** and **replicable**, with **proven impact**.

## OUR PURPOSE

Empowering South African communities through collaborative partnerships and evidence-based initiatives, guided by our faith-driven commitment to mercy, justice and the realisation of a shared brighter future.

## OUR VALUES



## CONSENT BY JOB APPLICANT FORM

APPLICANT FULL NAME AND SURNAME: \_\_\_\_\_

("Candidate")

This consent is provided by the Candidate in consideration of the obligations imposed by the *Protection of Personal Information Act, 2013* (POPIA). The Candidate acknowledges that he or she is free to refuse this consent. However, as a result of his or her refusal, the Candidate's application for the relevant vacancy will not be considered any further. The Candidate consents as follows:

### Protection of Personal Information

1. The Candidate hereby consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by Common Good Foundation ("Common Good") for the purposes of consideration of the Candidate in the recruitment process for which he or she has applied, and all further legitimate organisational purposes related thereto.
2. The Candidate hereby further consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by a supplier of Common Good where external recruitment specialists, verification agencies, and/or human resource consultants are utilised, and all further legitimate organisational purposes related thereto. The Candidate consents to Common Good sharing his or her personal information and/or special personal information with such a supplier, alternatively, Common Good is permitted to instruct the Candidate to share personal information and/or special personal information with such a supplier directly and to deal with them directly.
3. Processing may include the collection, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation, use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction, degradation, erasure, or destruction of information.
4. The Candidate undertakes to make available to Common Good all necessary personal information required for the purpose of considering and vetting the Candidate for the particular vacancy in question and to ensure that this information is updated as necessary. Further to this, the Candidate consents to provide Common Good or a supplier (as per above) with any personal information and/or special personal information for the purposes of the recruitment process and its related steps.
5. The Candidate consents to the collection of personal information and/or special personal information from another source other than the Candidate where this is necessary for the purpose described above.
6. For the purposes of this consent, "special personal information" is defined as religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health and medical records, any biometric information of the Candidate; and may include criminal behaviour or records of the Candidate to the extent such data relates to the alleged commission of the Candidate of an offence or any proceedings in respect of any offence allegedly committed by the Candidate or the disposal of such proceedings.
7. Common Good undertakes that it will only process special personal information where it is necessary for a reasonable and legitimate purpose relating to the Candidate's recruitment, the processing/consideration thereof, or an objectively legitimate and related organisational purpose. It is on this basis that the Candidate consents to provide Common Good or one of Common Good's suppliers with special personal information when requested.
8. The Candidate consents to Common Good's retention of his or her personal information and/or special personal information beyond the completion of the recruitment process, as far as is permitted or required by law. Should the Candidate be successful, the personal information and/or special personal information will necessarily be retained for the duration of the Candidate's employment and the Candidate will be provided with separate documentation to deal with POPIA for the employment relationship. Should the Candidate be unsuccessful in the recruitment process, following the completion of the process, Common Good will destroy, delete or de-identify such information as soon as reasonably practicable after it is no longer authorised to retain the information or after the information is no longer needed for the purpose for which it was collected.

### APPLICATION REQUIREMENTS (Check the box to confirm you meet the minimum application requirements)

I hereby declare that I currently reside in Cape Town, Western Cape.

I have sent my CV and cover letter.

I have provided at least two recent work references.

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Candidate signature:

\_\_\_\_\_  
Date signed [dd/mm/yyyy]: