

POSITION AVAILABLE

WORK READINESS FACILITATOR

CONTRACT TYPE: PERMANENT, 40 HOURS PER WEEK

REMUNERATION RANGE COMMENSURATE WITH EXPERIENCE AND COMMON GOODS POLICIES

THE OPPORTUNITY

Common Good is a Christian faith-based, not-for-profit organisation founded by Common Ground Church in 2005, 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.

The Zankhanyo Network (TZN) is Common Good's employment initiative. We offer transformative work readiness training that empowers the unemployed with confidence, skills and tools needed to obtain meaningful work.

The Facilitator is primarily responsible for: facilitating job readiness training on- and off-site, training administration, mentor & develop TZN participants, assist with placements where required; maintaining relationships with key stakeholders; ensuring that classes run smoothly.

YOU'LL THRIVE IN THIS ROLE IF...

- You are passionate about wanting to make a difference in the lives of others. If you are keen on wanting to contribute towards restoring dignity, hope, and equipping people to realise their potential.
- You understand the employment crisis in our country and want to bridge the skill gap.
- You are passionate about social justice
- If you are called to facilitate and empower others with confidence and skills to obtain meaningful work

KEY RESPONSIBILITIES

- The successful individual will be responsible for the following duties, which are not limited to:
- Facilitate TZN's Work Readiness course and ensure that students graduate.
- Facilitate in house and online training and assist participants with any online technical issue.
- Assess participants needs and refer them to further counselling if needed
- Compile training reports.
- Make sure all training props and equipment are in place for training.
- Ensure that all participants are registered with the accurate ID online.
- Participate in training team meetings and all staff meetings.
- Compile training report.
- Contact absentee students and arrange make-up sessions.
- Assist with the selection of suitably qualified graduates for employment opportunities (where required)
- Prepare reference letters (where required).

MINIMUM REQUIREMENTS

- 1-2 years' experience in facilitating work readiness training.
- Completed Matric / Grade 12
- Accredited Facilitation qualification
- Drivers licence (Travel to off-site locations is a requirement)

- Be an active member in the life of a congregation and live out the Christian ethos
- Competent mobile device and computer skills especially in Microsoft Office
- Willingness to contribute to the values and ethos of Common Good is essential.

COMPETENCIES

- Good communication skills, proficient in English (verbal and written)
- Work well within a team and unsupervised.
- Willingness to lead professionally and Spiritually.
- Ensure the course material is facilitated well and that all participants understand the objectives of training.
- Manage and maintain a healthy and safe training environment for all participants, trainers, and key stakeholders.
- Organising and planning skills.
- Provide basic counselling where needed.
- Adaptability and flexibility to train across sites and work remotely when required.
- Ability to take responsibility for the training events and make operational decisions as needed during training.
- Punctuality and time management
- Ability to travel to different events and locations regularly

APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references to stacey.calvert@commongood.org.za by **02 December 2020**

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.

REASONS TO WORK AT COMMON GOOD:

Common Good is a Cape Town based not-for-profit, working from beautiful premises in Observatory. We are a Christian faith-based organisation responding to social justice issues in three key areas: Early Life, Education and Employment. We have a 10-year track record in development and an annual budget of +R20 million.

We are a diverse team, united by our desire to bring hope, opportunity and dignity to marginalised members of our society. The senior management team is made up of passionate thought leaders with experience in the development sector and corporate world. They bring a well-balanced approach to strategic decision making and operations.

You would work with multi-disciplinary professionals who are committed to excellence and innovation. You will have the opportunity to be a change-maker, contributing to building a stronger society and brighter futures for thousands of men, women and children across our nation.

Watch an introductory video:

<https://bit.ly/2WKdFOS>

www.commongood.org.za

info@commongood.org.za
 +27 (0)21 531 1493
 PO Box 36313, Gloderry, 7702
 21 Nelson Road, Observatory, Cape Town
 T.F.O (C.A.2-2224PO) | P.B.O (930026077)