



POSITION: Project Coordinator
REPORTING TO: Special Projects Manager
REMUNERATION: Negotiable
LOCATION: South Africa – Cape Town/Johannesburg
START DATE: 1 February 2023



Background

The Learning Trust (TLT) supports the After School sector in South Africa by developing quality practitioners and building sustainable organisations. Since its inception in 2010, TLT has supported the development of over 180 emerging community-based organisations. Our well-directed financial support, technical training, mentoring and coaching in a variety of organisational development areas, significantly accelerates our partners' growth towards accountability and sustainability. As part of building the sector, TLT has convened a Catch-up Coalition of partners that delivers multiple collaborative projects to collectively address learning backlogs.

Context

TLT seeks to appoint a Project Coordinator to support the delivery of special projects, including the coordination of the Early Grade learning project, convening learning sessions, and stakeholder engagement. The role will be based in either Johannesburg or Cape Town, and reports to our Special Projects Manager.

Key Responsibilities and Deliverables

- Supporting the coordination of project activities related to the Catch-up Coalition, After School Employment and Learning Outcomes Fund, as well as other emerging special project undertakings;
- Monitoring, reviewing and reporting in line with set out administrative processes and guidelines;
- Liaising with coalition partners on an ongoing basis to deliver capacity and technical support;
- Gathering and managing information of partners for implementation and decision-making;
- Developing and maintaining good relationships with partners and convening a learning platform;
- Co-designing different forms of training for partners, ensuring team input into the process.
- Coordinating logistical arrangements for all peer support structures, events and training workshops for the growing network of partners in the Catch-up Coalition;
- Managing the flow of information before and after events – including database management, invitations, reminders, attendance, evaluations and post-event communication to ensure on-going maximum participation of stakeholders.
- Compiling and circulating knowledge resources from group learning activities and monitoring their

uptake by project partners.

- Working with the Special Projects Manager, MEL Officer and Consultant Researchers in the tracking and monitoring of data and other information related to special projects.
- Supporting the communications team to generate partner and sector communications – including newsletters, blogs, annual reports and case studies.

Requirements and Competencies

- A Bachelor's degree
- Experience with early grade literacy, numeracy or after-school programmes
- Project planning and coordination skills
- Non-profit experience of at least 3 years
- Experience in education and/or community development
- Mature and organised, with computer skills, high energy and an appetite for learning

How to apply

Interested applicants should submit the following by e-mail to siya@ngorecruit.com quoting reference number: **NLT011**

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with The Learning Trust's mission and the unique qualities you will bring to this role

Application Deadline: 29 November 2022

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about The Learning Trust, visit their [website](#) and social media pages: [Facebook](#), [Instagram](#), [Twitter](#), and [LinkedIn](#).