



KHULA DEVELOPMENT GROUP-SCHOOL2HOME PROGRAMME COORDINATOR

Khula Development Group has an exciting opportunity for an innovative and motivated person who would like to make change in the lives of vulnerable children and families. We are looking for a School2Home Programme Coordinator based in Paarl, Western Cape.

Khula Development Group is a registered non-profit organisation (NPO) and ministry with the mission to promote a positive culture of learning and strengthen the value of education and attendance for children at risk of school disengagement through school, home and community-based preventative and restorative initiatives. Khula is active in Paarl (Paarl East) and Stellenbosch (Cloetesville and Klapmuts) in the Western Cape.

The School2Home Programme is an early intervention programme designed to prevent learners from primary schools dropping out of school. The programme provides school and home-based support for learners presenting with early warning signs indicating an increased risk of school disengagement. The programme also offers parental support for primary caregivers and support for the educators and school staff. The programme focuses on play as a central part of learning, developing and growing for children, and adults. This programme functions as part of a collaborative team, working closely with other programmes and other role players and stakeholders. The School2Home Programme Coordinator is responsible for the successful implementation and execution of all components of the programme.

Person Specification:

Minimum Criteria / Essential:

- Bachelors in Occupational Therapy
- Experience in team management, organisational management and networking
- Knowledgeable in understanding developmental delays, learning problems and psychosocial disorders in children and compiling intervention strategies
- Knowledgeable in assessment skills and developing comprehensive support plans for children

Fit and able to comply with the rest of the minimum criteria:

- Fluent in Afrikaans and English
- Excellent verbal and written communication-report writing
- Technologically proficient (MS Word, Excel, PowerPoint and Teams, cloud database, Outlook)
- Physically fit
- Excellent Leadership and People Management Skills
- Clear Personal- and Professional Boundaries
- Energetic and Influential
- Work on evidence-based and best-practice models
- Experience in the South African education system

Preferable:

- Ability to do basic data collection and analyses including visualisation of data, forming sound conclusions and recommendations from data

Qualities / Character Traits:

- Strong personal relationship with Jesus Christ.
- Resilience and adaptability
- Excellent Problem-Solving Skills
- Excellent Work Ethics and sense of Responsibility
- Capable to work in a team and manage conflict
- Innovative and Assertive
- Passion & Determination
- Emotionally Mature
- Change Agent

Main purpose of the job:

- Responsible for Coordinating the School2Home programme in the school and home support in the community.
- Responsible for managing Facilitators, Community Workers and Interns in the School2Home Programme.
- Responsible for working alongside and in collaboration with the other programmes.



Position in the organisation:

The Programme Coordinator will report to the Branch Manager

Primary Responsibilities

1.	<p>Programme Management</p> <ul style="list-style-type: none"> • Maintain and run the School2Home Programme in accordance with policies and procedures. • Ensure the successful and consistent implementation and execution of the School2Home Programme <ul style="list-style-type: none"> ○ Including management and supervision of facilitators • To liaise with the Love2Learn Programme and Child Wellbeing Service in the best interest of our client group. • Overseeing functions including: <ul style="list-style-type: none"> ○ Evaluate and propose adjustments of the current model for the programme ○ Ensure adequate monitoring and evaluation for the programme • To ensure and oversee the recordkeeping of the client base on the database • To provide in-house training and mentoring of the programme staff • To serve as a designated child protection officer and special needs agent at the programme • Building of relationships with schools and community stakeholders 	60%
2.	<p>Volunteers/Interns</p> <ul style="list-style-type: none"> • To manage volunteers and interns within the School2Home Support Programme <ul style="list-style-type: none"> ○ This includes training, liaising and logistics. 	5%
3.	<p>Administration</p> <ul style="list-style-type: none"> • To complete organisational documentation and reports on a timely basis • To attend organisational and external meetings with stakeholders • Networking on individual, school, community and systemic level 	30%
4.	<p>Other</p> <ul style="list-style-type: none"> • Adaptability to work in all Programmes in Khula Development Group • Awareness raising campaigns and collaboration projects 	5%

The preferable start date is 1 August 2023 or date closest thereafter.

You can send your complete CV, at least two contactable references, copy of your ID, copy of registration of HPCSA and motivational letter to linda@khuladg.co.za.

The closing date for submission of applications is **30 June 2023**.