



JOB POSTING – FIELD FACILITATOR

Organization:	Right To Play Ethiopia
Department/Division:	Programme/Development
Work location:	Ada’aa woreda, Bishoftu, Oromiya Region
Authorized to work in:	Ethiopia (Ability to work legally without a work permit or sponsorship)
Closing Date:	05 August 2021

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child’s life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

The Field Facilitator reports directly to the Project Officer (PO) and is responsible for the implementation of Right To Play (RTP) project activities and providing support and guidance to the community team in using RTP tools in the project location. He/she is also responsible for monitoring the project for quality of delivery and effectiveness.

PRIMARY RESPONSIBILITIES:



Job Responsibility #1: Activity Planning and Implementation (45% of Time):

- Ensures participation of partners, children/young people and stakeholders in the process of project planning and implementation of the proposed activities.
 - Supports Coaches and Coach Trainers in developing their activity plans and schedules, encourages their initiatives while ensuring alignment with project proposal, facilitates their activities and reports to the PO.
 - Organizes and conducts special events activities, play days and sports tournaments.
 - In coordination with partners, Coaches and Coach Trainers, evaluates events, provides updates of lessons learned and best practices and reports on progress and challenges as they arise.
 - Manages the logistical arrangements for training workshops and events.
 - Assesses training needs of Coach Trainers, Coaches, Junior Leaders, teachers and partners, recommends the suitable intervention and works with them to develop training schedules.
 - Organizes and facilitates training workshops conducted by other program staff and participates in the training as required.
 - Facilitates the training sessions conducted by Coach Trainers, evaluates them and reports to the PO.
 - Handles equipment management and distribution in the assigned community.
 - Handles advance payments and manages cash money used for the activity implementation.
 - Follows up on how partners are spending budget received for project implementation in the location and verifies the accuracy of their financial reports and receipts and reports to the PO.
 - Assesses needs for facility repairs and upgrades in the community, facilitates the authorized work and ensures that overall work has been completed in accordance with the approved standards.
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Job Responsibility #2: Monitoring and Reporting (20% of Time):

- Conducts regular field visits with partners, Coach Trainers and Coaches to follow up and provide support as needed.
 - Participates in workshops/training to partners, Coaches and Coach Trainers in the quantitative data collection tools and qualitative monitoring tools and ensures accurate and timely submission of quantitative and qualitative data to RTP team.
 - Provides narrative, qualitative and quantitative monitoring information/data to support monthly, quarterly and annual reports to update Country and Regional Office on project progress.
 - Submits financial reports related to activity implementation.
 - Ensures partners and Coaches are in compliance with Child Safeguarding Policy.
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Job Responsibility #3: Establish and Maintain Partnerships (20% of Time):

- Identifies community needs, participates in the selection of communities and partners to be included in RTP program in the respective Field.



- Represents RTP in the project location and relevant forums and have regular consultations with local partners, stakeholders and key beneficiaries in the assigned community.
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Job Responsibility #4: Supervision and Guidance (10% of Time):

- Conducts performance assessment of Coach Trainers and Coaches and recommends incentives based on the approved incentive criteria.
 - In collaboration and consultation with partners, PO and the Training Officer implements a Coach Incentive system.
 - In collaboration and consultation with partners identifies potential Coaches who can become Coach Trainers.
 - Recommends Coach Trainers and Coaches for certification.
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Job Responsibility #5: Performs other duties as assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in social sciences, adult education or any related discipline.

EXPERIENCE:

- 2 years' experience working in project implementation and facilitation part of which should have been in leading a team.

COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to confidently represent oneself and Right To Play
- Effective planning and organizing skills
- Coaching and feedback skills
- Excellent communication skills both verbal and written
- Strong development and team building skills

KNOWLEDGE/SKILLS:

- Understanding of adult education principles
- Computer literacy in outlook, MS Word, PowerPoint, Excel and Internet



RIGHT TO PLAY

PROTECT. EDUCATE. EMPOWER.

- Effective report writing
- Understanding of a community-led process
- Understanding of the concept of sport for development
- Understanding of child rights and child protection

LANGUAGES:

Fluency in spoken and written English, Amharic and Afan Oromo Languages

DESIRED QUALIFICATIONS (An Asset)

- Experience implementing a development program with local populations in both rural and urban settings
- Experience in training, leading workshops and teaching
- Personal sport and activity background with coaching experience
- Holds a valid driver's license

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). In addition, we offer a competitive salary and benefits package.

Target Start Date: Immediate

Contract Duration: Full-time, 6-month fixed term contract with possibility of renewal based on performance and availability of funding

HOW TO APPLY:

If you are interested in applying for this position, please apply [here](#) to upload your resume and cover letter in English.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**



Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory police record check as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.