



## **Field Facilitator - UP Project**

<b>Organization:</b>	Right To Play Thailand Foundation
<b>Department/Division:</b>	Programs
<b>Work location:</b>	Nakhon Ratchasima, Thailand
<b>Closing Date:</b>	Open until position is filled

### **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 young people 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 [www.righttoplay.com](http://www.righttoplay.com) and <https://www.facebook.com/RightToPlay> to learn more about who we are and what we do, and watch this video >> <https://www.righttoplay.com/en/landing/our-culture-code/> to find out about the five pillars of our Culture Code.

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### **JOB SUMMARY:**

For the UP project (Youth Unlocking Their Potential Project), Right To Play Thailand Foundation will recruit one Field Facilitator based in Nakhon Ratchasima province. The Field Facilitator reports directly to the Project Officer (PO) and is responsible for the implementation of Right To Play project activities and providing support and guidance to partners in using RTP tools in the project location. He/she is also responsible for monitoring the project for quality of delivery and effectiveness, and basic project and finance administration.

The Field Facilitator is expected to contribute towards the achievement of activities outlined in the proposal and activity-based budget. The Field Facilitator will work independently with remote supervision and supports the UP project in assigned locations, aiming at empowering (former) young offenders to fulfil their potential and participate in the workforce/society on an equal basis.

**PRIMARY RESPONSIBILITIES:**

**Job Responsibility #1: Activity planning and implementation (45% of time)**

- Organizes and conducts special events activities, play days and sports tournaments.
  - Organizes and facilitates training workshops.
  - Facilitates the training sessions conducted by Coach Trainers, evaluates them and reports to the PO.
  - 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.
  - 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.
  - Assesses training needs of Coach Trainers, Coaches, Young Leaders, teachers and partners, recommends the suitable intervention and works with them to develop training schedules.
  - Manages the logistical arrangements for training workshops and events.
  - 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):**

- 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: Other Tasks as Assigned (5% of Time)**

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**MINIMUM QUALIFICATIONS (Must have):**

**EDUCATION/TRAINING/CERTIFICATION:**

- Bachelor's degree in business administration, management, social sciences, education, psychology or any related discipline.

**EXPERIENCE:**

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

**COMPETENCIES/PERSONAL ATTRIBUTES:**

- Facilitation skills
- Coaching and feedback skills
- Ability to confidently represent oneself and Right To Play
- Ability to work independently and as part of a team
- Effective planning and organizing skills
- Excellent communication skills both verbal and written
- Strong development and team building skills

**KNOWLEDGE/SKILLS:**

- Understanding of youth development
- Understanding of child safeguarding and child protection
- Effective report writing
- Computer literacy in outlook, MS Word, PowerPoint, Excel and Internet

**LANGUAGES:**

- Fluency in spoken and written English and Thai



### DESIRED QUALIFICATIONS (An Asset)

- Experience in implementing sport and play for development projects
- Experience in conducting trainings, leading workshops and/or coaching young people
- Experience in working with vulnerable young people
- Experience in working with authorities
- Experience in employment and entrepreneurship development projects
- Holds a valid driver's license

### WHO YOU ARE:

You are passionate about our commitment to help children and young people rise above life's challenges through the power of play. You are a highly collaborative enabler with a passion for working with children and young people. You are an exceptional communicator with excellent networking skills. You have been extensively involved in the implementation of programs. Your attention to detail is great and you have a positive, follow-through mindset. You are focused on coaching and mentoring coaches, young people, and children and aspire to be their role model.

### 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:** As soon as possible

**Contract Duration:** 1 year with the possibility of extension

### HOW TO APPLY:

If you are interested in applying for this position, please apply via Right To Play Thailand Online Recruitment platform **Click here**>> <https://righttoplay.hiringplatform.ca/37145-field-facilitator-up-youth-unlocking-their-potential-project-nakhon-ratchasima-re-advertised/119321-application-form/en> to upload your resume and cover letter.

Inquiries concerning the online recruitment job application can be directed to; Alecia Ng, Global Talent Acquisition Specialist, [ang@righttoplay.com](mailto:ang@righttoplay.com) or [thailandhr@righttoplay.com](mailto:thailandhr@righttoplay.com)

While we thank all applicants for their interest, **shortlisting of applications may begin immediately**. 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.**