
Job title:	Magbeni Site Coordinator
Reporting to:	Country Director
Responsible for:	Protecting the welfare of students, ensuring quality of education on site, managing site staff, overseeing delivery of key programme and school activities, ensuring efficiency of students, overseeing data collection, nurturing community relationships and compliance with national and district authorities.
Works with:	Site staff, Site Coordinators, Country Director, Crosscutting Coordinators, Programme Department.
Location:	Magbeni, Port Loko District
Contract Type:	Permanent, Residential
Equipment:	EducAid handset provided
Hours:	40 hours per week, additional hours as required

Job Purpose

To manage the day-to-day running of Magbeni site; ensuring a safe environment for students and a high-quality learning environment.

Overview

EducAid runs programmes in Sierra Leone with the belief that education is a powerful tool to destroy poverty. Our schools are the bedrock of everything we do, and success in the values-based learning is paramount to the success of EducAid as a whole.



EducAid's sustainable model emphasises the training and empowerment of Sierra Leoneans, with the majority of our key positions being held by our past students. Our staff are expected to commit themselves with hard work in order to become skilled, efficient and valued professionals.

EducAid's schools have traditionally come at the very top of the national leader boards. The Site Coordinator plays a hugely significant role in maintaining the standard of education, administration and communication.

Key Responsibility Areas

Student Welfare – EducAid focuses on the least privileged in Sierra Leone, with our students often coming from turbulent backgrounds. It is a key responsibility of the Site Coordinator to ensure that the school is a protected space and that the welfare of students is the top priority. Protecting students from disruptive or abusive students, staff and outsiders, and upholding the Code of Conduct, is a key responsibility of the Site Coordinator.

Academic Excellence – EducAid aspires to run the best school in every district that we operate; the Site Coordinator should demonstrate a restless passion for education and to role-model excellence, ensuring this is present in every classroom. Providing excellence in education is the minimum that we expect to provide for our students, and a key responsibility of the Site Coordinator.

Administration – EducAid is a data-driven organisation, and we must be excellent in our administration. EducAid’s system of learning requires that we manage student progress to ensure we are being cost-efficient, and our fundraising team relies on this data to keep the schools open. It is a key responsibility of the Site Coordinator to ensure that data and reports are accurate and provided in a timely manner.

Staff Management – Managing your site team is crucial to the effective operation of your site; it is essential that all individuals are working together and towards the same goals. It is essential that Site Coordinators are able to manage their team positively, upholding EVC, whilst ensuring that you retain authority and make the difficult decisions: holding colleagues to account for poor performance, and ensuring the safety of our students. A key part of this staff management is the implementation and facilitation of the EducAid Teachers Certificate (ETC) and all systems necessary for the professionalization of all staff e.g. supporting staff literacy. Working closely with the education team and the HR team can coordinate this.

Building Equality – EducAid focuses on providing the platform for girls to succeed in Sierra Leone, and we do this through education and equality-specific programmes and interventions. It is a key responsibility of staff to nurture girls’ potential through motivating staff and working to ensure that girls are given the best platform to succeed. It is crucial that the site coordinator supports the Equality representative on her / his site and works closely with the Equality Team in order to implement all the equality focused activities and to be watchful for opportunities for enhancing equality throughout the site programming.

Communication – It is crucial for the smooth running of EducAid that you demonstrate quality communication, both with your line manager, your senior colleagues and your staff. You will be the key representative of your site at many different meetings, with Coordinators and other outside parties, and you must involve your sites in those conversations as far as possible. Communication needs to be done responsibly, kindly and professionally. This means thinking carefully about who you communicate what to and how.

Decision Making







EducAid operates under the system of Every Voice Counts; the EVC is designed to ensure that peoples’ voices from throughout EducAid are listened to in every decision. As with any organisation, however, there needs to be a decision-making hierarchy.

As Site Coordinator, you are ultimately responsible for all decisions that relate to the site and are not decided on a central basis. These decisions, and the activities on your site, should reflect the guiding principles of EducAid.

Guiding Principles in Decision Making



Every time you make a decision it is your responsibility that it is accounting for these guiding principles. Does your decision:

Protect teaching time	
Ensure emotional, physical and academic safety of all	
Adhere to previously established protocols and policies	
Do your best	
Protect others' progress as I protect my own	
Love and do, as you will – Kindness!	

Reporting Channels

As a Site Coordinator, your line manager is the Country Director. You should consider this as your first point of contact in any event.

Competencies

Functional Competencies:

- Credits in WASSCE English and Maths and at least three other subjects
- Knowledge of Microsoft Office Suite
- Accuracy and attention to detail
- Determination and hard work
- Knowledge of Sierra Leone, education, international development (desirable)

Personal Competencies:

- Strong administration skills
- Ability to draft correspondence, reports, strategy etc.
- Ability to communicate effectively with colleagues at all levels
- A realistic perception and presentation of self
- Diplomacy, tact and resilience
- Ability to remain calm and composed when under pressure when faced with multiple tasks and deadlines
- Self-starter, able to work with limited supervision
- Ability to be open, honest and kind in relationships with others
- Fluent in written and spoken English

Organisational Competencies:

- Commitment to upholding the charity's Code of Conduct
- Commitment to the charity's vision, mission and objectives
- Commitment to developing additional skills in the light of the charity's need