



Job title:	Education Programme Officer
Reporting to:	Country Director
Responsible for:	Programmatic support to the Country Director
Works with:	Country Director (SL), Programmatic and Operational staff (SL & UK)

Job Purpose

To support the Country Director and EducAid staff in the implementation of EducAid's education programmes

Overview

EducAid Sierra Leone's programmes are run in Sierra Leone in the belief that education is a powerful tool to destroy poverty. The Education Programme Officer role will be about ensuring high quality delivery of innovative, sustainable education programmes.

Key Responsibility Areas

Work alongside the Country Director and the EducAid Education Team to:

- Support the programmatic ways of working: shared leadership, Every Voice Counts & 'Agreed Expectations' across all sites
- Develop learning materials and sessions for the formal and informal curriculum
- Work with the Education Coordinator, teaching team and the students to identify opportunities for development of courses, learning materials and situations
- Work with students and staff to check learning materials developed by other colleagues for quality of English and thinking and the inclusion of appropriately adapted latest education thinking
- Work in partnership with relevant staff to evolve sessions, materials and strategies for teacher training within EducAid schools (ETC) and EducAid partner schools (QEP)
- Use and support the use of social media to share EducAid ideas and build the EducAid community
- Work with the UK team to analyse performance and impact data of schools and teacher training programme
- Develop tools and analysis methods to improve efficiencies
- Support programme teams in reporting of impact and performance to UK
- Train staff to take on performance and impact analysis.
- Support the collection and delivery of programme management reports
- Support the processing of M&E performance and impact data
- Collect and support the collection of commentary and qualitative data for reports on an ad-hoc basis from Country Director and staff
- Identify key areas for action showing up in the reports
- In all work undertaken, looking for opportunities to develop at least 2 others to be able to do the work in your absence
- Undertake any other reasonable task assigned by the Country Director

Experience required:

2 years experience in education in classroom teaching and as many as possible of the following:

- teacher training
- learning materials design
- youth work
- working around girls' self-esteem and / or boys' valuing girls and women
- social and emotional education and intelligence

Experience preferred:

- Studied/demonstrable interest in development issues
- Data analysis skills/tools experience
- Highly computer literate
- High level of literacy and numeracy
- Accuracy and attention to detail
- Coaching / Mentoring
- Knowledge of Sierra Leone, education, international development

Functional Competencies

- Ability to design and support the design of educational materials, courses, workshops etc. for learners at all levels: primary, secondary, tertiary and adult learners
- Ability to teach, design and deliver materials and courses at all levels
- Ability to train teachers and establish train the trainer courses
- Ability to work respectfully in mixed culture environments
- Ability to think outside the box and encourage that in others in the design, adaptation and refocusing of programmes
- Ability to participate in the writing of academic articles on education (desired)

Co-ordination Competencies

- Ability to work with colleagues collaboratively
- Ability to appreciate and enhance the shared leadership way of working
- A practical and hands on approach to problem solving with limited resources

Personal Competencies

- Team-worker
- Demonstrable ability to live and work in a rural, low-income country, resource constrained context
- Ability to use a range of computer software packages, including word processing, spreadsheets, e-mail and databases
- Strong administration skills
- Ability to draft correspondence, reports, newsletters, etc.
- Ability to communicate effectively with people 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 and honest in relationships with others
- Commitment to growth mindset ways of working
- Fluent in written and spoken English

Organisational Competencies

- Commitment to the Charity's vision, mission and objectives
- Commitment to developing additional skills in the light of the Charity's need
- Commitment to the Charity's Equal Opportunities Policy

