|  |
| --- |
| **TITLE:**  Championing Play **Project Coordinator** |
| **TEAM/PROGRAMME:** Operations | **LOCATION:** Kigali Head Office but based in Kirehe District. |
| **GRADE**: THREE  | **CONTRACT LENGTH:** 12 months |
| **CHILD SAFEGUARDING:**Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work on country programmes; or are visiting country programmes; or because they are responsible for implementing the police checking/vetting process staff. |
| **GLOBAL ANTI-HARASSMENT**We are committed to ensuring a safe working environment for all those who work for us and for all those who come into contact with our staff and representatives, including children and members of the communities with whom we work. Save the Children International (SCI) takes a zero tolerance approach to sexual harassment and any other conduct that is discriminatory or disrespectful to others. |
| **ROLE PURPOSE:**The Project Coordinator will be responsible for coordinating the timely and quality delivery of project activities Championing Play programme : an initiative funded by the LEGO Foundation to encourage the use of Play by caregivers in the Kirehe district, to support their children’s development. This involves effectively and efficiently planning the project approach and ensuring that the timeline and deliverables are respected and achieved ; sharing information with and gathering inputs and learning from relevant stakeholders ; overseeing the work of partner organisation, Umuhuza, and providing mentoring as relevant ; directly supporting the delivery of selected activities ; drafting project reports for submission to the donor, etc. |
| **SCOPE OF ROLE:** **Reports to: Senior Education Technical Specialist****Staff reporting to this post: One (**Project Assistant)  |
| **KEY AREAS OF ACCOUNTABILITY:****Operational responsibilities:*** Participate in the development of ideas and guidance on how to make quality play materials using locally available resources, in consultation with relevant stakeholders.
* Manage communications between Save the Children, district authorities, partner and other humanitarian and government partners in Rwanda to introduce the project’s objectives and modalities, select participating volunteers and households, increase acceptance and visibility.
* Manage the project budget, by collaborating with the Finance staff, and using tools such as the Budget v. Actuals (BvAs).
* Facilitate the coordination, monitoring and learning meetings with relevant stakeholders, including partner representatives, Member organisation (Save the Children Denmark), other organisations working on Early Childhood Development (ECD) in Rwanda, and donor (LEGO Foundation).
* Facilitate orientation of the MEAL team ahead of data collection, and of the partner organisation ahead of the Play-based ECD training for community volunteers.
* Accountable for the availability of participants, venue, catering, and supplies for project-related meetings and workshops.
* Conduct field visits to monitor progress and provide mentorship support to partner organisation.
* Draft narrative project reports, review and integrate inputs from the partner organisation, and work with the Awards team for the timely submission of quality donor reports.
* Any other duty assigned by the supervisor.

**Child Safeguarding:*** Ensure the Save the Children’s Child Safeguarding Policy is integrated into all aspects of work.
* Support implementation and various tasks linked with safeguarding awareness raising, investigation and reporting on child safeguarding cases and allegation.
 |
| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
 |
| **QUALIFICATIONS** **Desirable:** * Bachelor’s Degree in Education, Social Work, or related fields
 |
| **EXPERIENCE AND SKILLS****Essential*** 2 + years work experience in a similar role within an international setting
* Knowledge and field experience on ECD
* Highly developed relationship building and interpersonal skills
* Highly developed verbal and communication skills, including fluency in English
* Report writing Skills
* Highly developed strategic thinking ability and strong analytical skills
* Ability to liaise with a diverse range of people, stakeholders and customers
* Strong time management and organizational skills
* High levels of attention to detail and quality
* Computer literacy (including advanced excel skills)
* Ability to travel between Kirehe and Kigali
* Initiative, flexibility and ability to work independently as well as in a team
* High levels of self-motivation and initiative
* Ownership and accountability of own work
* High levels of confidentially and integrity
* Commitment to Save the Children’s mission and values

**Desireable*** Experience of working with local partners and District Local Government in ECD, Education or Child Protection
 |
| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with SCI’s Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI’s Health and Safety policies and procedures. |