



Job Description - Project Coordinator

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| Location | Kampala, Uganda with travel to Jinja and other national travel |
| Duration of contract | 6 month contract with renewal based on high performance |
| Expected start date | 19 th April 2021 or earlier |
| Reporting to | Programme Manager |

What we do

TackleAfrica uses the power and popularity of football to deliver HIV and Sexual and Reproductive Health and Rights (SRHR) information and services to young people on football pitches across the continent. We do this by training African football coaches, games teachers and community leaders to use fun, interactive football sessions with inbuilt sexual health messaging with their players. Alongside receiving sexual health information during football sessions, players also have the chance to access sexual health services at sessions and football tournaments, such as HIV testing, condoms and other contraception, and referrals to further clinical services. We have programmes in twelve African countries, run through partnerships with local community organisations and football clubs.



Summary of post

Working with your Programme Manager and leading a collaborative team of Project Officers, partner staff and football coaches, you will help train and develop TackleAfrica football coaches to deliver a football programme to their teams aimed at improving SRHR and limiting the impact of HIV in their community.



Responsibilities

- 1. Organise and deliver TackleAfrica football courses and activities for coaches**
 - a) Support PM and lead where required on football course preparation and delivery
 - b) Lead on tournament, and other outreach, preparation and delivery
 - c) Provide on-the-ground support to the project team and coaches at football sessions to ensure they deliver high quality and impactful HIV/SRHR football sessions
 - d) Carry out TackleAfrica monitoring and evaluation processes for each course including data collection

- 2. Programme management, programme development and report writing**
 - a) Manage the weekly schedules of Project Officers
 - b) Manage the tracking of coaches and their sessions
 - c) Monthly tracking of services and sessions delivered
 - d) Contribute to timely reports to donors on their programmes
 - e) Support PM to ensure programme objectives are met and budgets well managed

- 3. Budget Management**
 - a) Manage project staff weekly accountabilities and conduct spot checks
 - b) Ensure your budgets are well managed within the overall project budget
 - c) Suggest budget adjustments where necessary
 - d) Monthly spend reporting, receipting and checking project reports

- 4. TackleAfrica resource development**
 - a) Create new materials where appropriate for football coaches to better deliver their session, in partnership with the team
 - b) Continued input into TackleAfrica's football-based SRHR/HIV curriculum

- 5. Development of stories, photographs, interviews and other marketing material of organisations, coaches and young people involved in the programmes whilst adhering to strict safeguarding protocols**

Key Skills

Above all, you need to be a highly motivated, resourceful, adaptable and self-sufficient individual with football or other sports coaching experience. Most roles involve working remotely at home for a proportion of the week so you must be self-motivated and an excellent communicator. You need to be able to work flexibly as schedules change constantly.

SRHR/HIV Experience: You need to have, or be able to develop, a strong understanding of SRHR/HIV but you are not expected to be an SRHR/HIV expert at induction. We provide a full SRHR/HIV training programme to support this aspect of the role, including online learning modules and field work. You must follow and pass this course to a satisfactory level during induction. You must be able to promote condom use.



We're looking for...

- An excellent fit with TackleAfrica's Values and Behaviours with a willingness to get involved with all areas of operational delivery as well as management
- Excellent programme management, IT and computer skills: you will be preparing monthly progress reports and liaising regularly with the project team and other staff
- Qualified football coaches, relevant equivalent coaching experience or other facilitation or training experience: you will be training project staff and community football coaches to deliver the TackleAfrica methodology on the football pitch.
- Budgeting experience, particularly MS Excel: you will be preparing and analysing monthly financial reports for your staff and donors and be responsible for budget management
- Excellent communication skills in English and Luganda
- Committed to SRHR/HIV education and prepared to follow online training

Benefits

All work related expenses such as work-related airtime, travel expenses and stationery will be provided. A laptop and phone will be provided. Basic health insurance is provided. The role requires extensive local travel and you will be expected to use pre-ordered motorbike "boda" taxis, buses and other public means to travel, adhering to our safety policies. If you have your own vehicle, fuel will be reimbursed in accordance with our travel policies.

For all enquiries, contact recruitment@tackleafrica.org