



POSITION AVAILABLE

PROJECT COORDINATOR & ADMINISTRATOR (18 MONTH FIXED TERM CONTRACT)

ABOUT OUR ORGANISATION

Common Good is a Christian faith-based, not-for-profit organisation founded by Common Ground Church in 2005, working in a range of communities. We're passionate about addressing issues of social justice that challenge our city. We seek to make a positive and lasting impact in the areas of early life, education and employment, so that individuals and communities across Cape Town can build brighter futures for themselves.

In June 2016, Common Good was appointed as a School Operating Partner (SOP) in the Collaboration Schools Initiative, a pilot project of the WCED.

JOB OVERVIEW

The Common Good Education Team works in a number of schools that are part of the Collaboration Initiative. Our aim is to improve teaching and learning in all our Collaboration Schools. Part of the effective running of a school is having accurate and accessible data for all staff and learners. We are looking for a Project Coordinator to primarily implement and manage accurate school data systems in our schools. The successful candidate will need to enjoy working with data, systems and process, and working accurately with attention to detail. The Project Coordinator will also coordinate a number of other projects for our Schools and the Common Good Education team, including fulfilling the office management type role, organising events and coordinating a number of varied school-based projects. The person would need to have great communication skills and the ability to work with and train school staff within a challenging environment. An added bonus would be someone with excellent writing skills to develop and document policy and procedure.

If you are passionate about making a difference by contributing to a team striving to improve the quality of education in South Africa, have the relevant experience and the desire to serve with an organization that loves our City and is passionate about social justice then this opportunity may be just for you.

KEY RESPONSIBILITIES

The duties and responsibilities of the job are individual and varied. They include but are not limited to:

DATA:

- Ensure the school administration/data management system "Staffroom" is effectively set-up, managed and implemented at all Collaboration Schools.

- Ensure that CEMIS (WCED data system) is also effectively managed, updated and meets School Operating Partner (SOP) and WCED requirements
- Gather, collate and capture the required data from all partner schools
- Ensure school administration process are designed, implemented and supported to ensure efficient and effective practice. These include, but are not limited to:
 - Absenteeism and late-coming
 - Markbook
 - Admissions
 - Communications
- Data interpretation/analysis and presentation to various groups- Common Good, instructional members of the Education team, WCED, the school partnership office, pilot funders in the required formats.
- Provide the necessary training and guidance to school staff to ensure sustainable efficient and effective data administration and management from school side.
- Develop forms, templates and records (such as admissions forms, learner Update forms, class registers etc.)

INSTRUCTIONAL SUPPORT

- Procurement, management and distribution of resources for both schools and our Education Team (including stationery, cleaning materials, textbook and furniture ordering and management)
- Establish inventories for effective management
- Support in the planning and execution of Events

SPECIAL PROJECTS

- Preparing the Data Driven Dashboard, for all partner schools
- Support with the establishment of school Library
- Documentation and write reports on the projects

POLICY WRITING AND DOCUMENTATION

- Drafting various policies for Collaboration Schools
- Assisting with the practical implementation of adopted of these policies and procedures
- Training school Administrator in school procedures and processes

SCHOOL GOVERNING BODY

- Be available to represent Common Good as a governing body member at any of our Collaboration schools.
- Be available to perform administrative functions for School Governing Body (SGB) meetings and sub-committee meetings.

MINIMUM REQUIREMENTS

- Tertiary qualification (Diploma/Degree in related field)
- 3-5 years relevant working experience
- Specific experience in data management and analysis, or experience in Education would be advantageous
- Willingness to contribute to the values and ethos of Common Good is essential.

SKILLS AND KNOWLEDGE

- Time management - know how to shift priorities based on deadlines and levels of importance
- Ability to multi-task efficiently and think on your feet
- Able to maintain confidentiality where required
- Attention to detail is essential
- Intermediate computer skills especially in Microsoft Office

COMPETENCIES AND ABILITIES:

- Have a passion for education and the development of our schooling system;
- Be a competent communicator;
- Be approachable and trustworthy;
- Have excellent interpersonal skills & display the ability to develop positive working relationships with individuals & teams;
- Have a mature and responsible attitude towards work with the ability to take ownership of projects;
- Be adaptable to new projects and requirements;
- Be highly proactive & have good self-leadership skills;
- Have good problem-solving and decision-making skills;
- Be open to working with various personalities;
- Have the ability to work in a high functioning team and offer support to existing teams and co-workers;
- Have a high capacity to complete & direct projects as well as build systems to support projects and administrative functions.

NB! Your own transport is essential, as you will be traveling between locations.

APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references to:

Stacey Calvert (stacey.calvert@commongood.org.za) by **15 April 2019**.

NB: Indicate the position title in the subject line

NOTE: An application will not in itself entitle the applicant to an interview or appointment. Applicants who fail to meet the minimum requirements will be automatically disqualified from consideration. Applicants who do not receive a reply within one month of submission should deem their application to have been unsuccessful. We reserve the right not to fill the position.