



POSITION VACANCY

Title: GRSP Programme Coordinator

Location: Cape Town, South Africa

Reports to: Senior Partnerships Programme Manager

Contract Type: 1-year fixed term contract

Grassroot Soccer (GRS) is a rapidly growing adolescent health organization that leverages the power of soccer to educate, inspire, and mobilize at-risk youth in developing countries to overcome their greatest health challenges, live healthier, more productive lives, and be agents for change in their communities. Since 2002, GRS has reached over 2 million young people in 50 countries with life-saving HIV prevention and sexual and reproductive health information and services. Grassroot Soccer is looking to significantly scale its impact via partnerships over the next five years, and reach over 1M kids annually.

Position Summary: The Grassroot Soccer Partnerships (GRSP) Team oversees GRS relationships with a wide a range of implementing partner organisations across over 50 countries. The team supports these organisations to replicate the GRS model and provides remote and in-person technical support to these organisations to increase their capacity to deliver GRS interventions in their communities.

The Programme Coordinator will be responsible for supporting implementing partners to execute on grant awards, reach deliverables, and ensure the Partnerships team executes the mission of GRS effectively.

Responsibilities:

Program Support and Coordination – 40%

Work with the GRSP team and local partners to support the development, planning, execution, reporting, and evaluation of partnership programs

- In conjunction with GRSP Senior Management Team (SMT), create and oversee monthly, quarterly, and annual work plans that ensure project goals are being met in a timely fashion
- Manage day-to-day operations for the Peace Corps partnership, including trainings, technical support, and program design and development as needed
- Manage and cultivate strong relationships with partners across multiple levels of management
- Assist in program execution, coordinating logistics, travel, and plans for all technical assistance visits and support trips to partners
- Provide technical assistance to implementing partners in relevant countries, including but not limited to workshops, trainings and support visits
- Liaise with other teams at GRS such as Curriculum and Training Team, Global M&E, and Finance & Operations, to ensure adequate resources, materials, and activities are adapted to fit relevant country context and align to GRS mission, grant details, technical assistance approach, and strategy
- Develop and oversee task lists and schedules that effectively allocate time and resources for all project objectives
- Work closely with Programme Managers and M&E Coordinator to ensure targets are met, data is captured, and outcomes met on all programmes



- Provide support, documentation, and assistance for the growth and improvement of programs into other areas such as coach development, referral systems, youth-friendly health services, youth engagement and other areas as needed

Grant & Account Tracking and Reporting – 10%

- Track all grant deliverables, travel, deadlines, and other key timelines in the appropriate platforms
- Ensure all grant communication is documented and timely and includes all necessary stakeholders throughout grant cycle
- Monitor and manage project expenditures to ensure spending is in line with budgetary limits and approved by program manager
- Develop draft quarterly, mid-year and annual reports for grants, funders, and GRSP

Business Development and Partner Mapping – 20%

- Prepare monthly communications and updates for SMT for each partner
- Update country and partner overviews, partner mapping, capex statements, and GRS history documents regularly
- Manage GRS global map and partner statistics and track opportunities and progress
- Take notes on BD calls, tracking new opportunities, pipeline, timelines, and processes
- Support with desk research and statistics, the development and writing of scopes of work, concept notes, proposals, and reports

Training and Technical Assistance Support – 20%

- Liaise with Program Managers and Operations Coordinator to ensure travel is coordinated, booked, and logged in compliance with internal and external policies and grant procedures
- Liaise with the Program Manager and Training Coordinator to ensure training logistics are supported, tracked, finalized and shared with partner
- Support team members with background briefs, presentations, and documentation to assist in technical assistance visits and final reporting of trip
- Track and document learnings, successes, challenges, and best practices from TA visits and trainings to share out with broader organization
- Plan, execute, and report on Training of Coaches workshops, Training of Master Coach workshops, Curriculum and Program design workshops, and other technical assistance trips or workshops as needed.

Research and Special Projects – 10%

- Coordinate logistics for Learning Exchange workshops, Partner Forums, stakeholder visits, and showcasing opportunities including travel coordination, agenda planning, and developing and facilitating sessions
- Support assessments for program improvement and innovation
- Support research and evaluation as needed
- Contribute to posters, presentations and abstracts for conferences and or special events
- Contribute to communications and marketing documents including newsletters, social media, and other platforms

Qualifications Required:

- Bachelor's Degree in the fields of education, health, or social sciences, or similar field



- 3-5 years of experience developing, managing, implementing and/or monitoring international development projects in low-resource settings
- Facilitation experience in multicultural contexts
- Passion for and commitment to Grassroot Soccer's mission and vision
- Strong interpersonal, analytical, and problem-solving skills for managing programs across various countries and staff / volunteers / partners from various cultures
- Demonstrated attention to detail, ability to implement procedures, meet deadlines and work independently and cooperatively in cross-cultural team
- Proven ability to solve problems independently without direct supervision
- Excellent written and verbal communication and relationship building skills,
- Must be fluent in English with strong written and verbal communication skills

Key Competencies Preferred:

- Portuguese or Spanish speaker strongly preferred
- Experience with adolescent health or education
- Attention to detail
- Ability to work in a fast-paced environment with tight deadlines and high programme targets
- Ability to manage daily work assignments with little supervision
- Ability to interact professionally with diverse groups especially in a cross-cultural and remote environment

Ideal candidate should demonstrate the following traits:

Successful leaders at Grassroot Soccer are bold, yet humble. They are passionate about the mission of Grassroot Soccer, and understand their role on the Grassroot Soccer team to achieve its mission.

Day to day, they are....

- **Proactive:** can anticipate both opportunities and obstacles and take action
- **Professional:** level-headed; ability to de-escalate difficult situations, behave exceptionally, and manage/minimize distractions
- **Problem Solvers:** comfortable with ambiguity, can creatively unlock bottlenecks and turn problems into opportunities

...they demonstrate lots of...

- **Common Sense:** prioritizing the right things at the right time; making good, quick, informed decisions balancing multiple issues and points of view
- **Self-awareness:** know where one's blind spots are, recognize differences, and build a team to complement one's skills and weaknesses

...and a strong bias for...

- **Follow-through and outcomes:** deliver results, not just create lots of activity
- **Treating people well:** empathetic, kind, great listener, yet can make tough decisions and hold oneself/others accountable

To Apply: Please submit a CV and cover letter to globalhr@grassrootsoccer.org. Title the email "Partnerships Programme Coordinator". Only short-listed candidates will be contacted.

Application Deadline: 31 January 2019