



VACANCY

Title: Curriculum & Training Coordinator

Location: Flexible

Reports to: Technical Director, Curriculum and Training

Overall Description: The Curriculum & Training Coordinator will write and revise curriculum for the Grassroot Soccer organization along with other coordinator duties.

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 programs have reached 13 million young people in over 60 countries with life-saving HIV prevention and sexual and reproductive health information and services. Grassroot Soccer is looking to continue scaling its impact via partnerships over the next five years.

Position Summary: The Curriculum & Training Coordinator is an experienced project manager who will organize and develop curriculum with sport-based adolescent health content. The Curriculum & Training Coordinator will also manage curriculum consultants and projects along with coordinating curriculum and training projects. At times s/he will facilitate training and onboarding workshops and support proposals for the Business Development team as related to curriculum.

Responsibilities:

Write/revise curriculum (50%)

- Develop interactive, sport-based adolescent health content following GRS' curriculum development process
- Manage curriculum pipeline
- Format/copyedit/take photographs/create diagrams
- Field test/conduct formative research/consultations with Impact Teams/Partners
- Create, manage, and refresh content using new delivery platforms (Chatbot, WhatsApp, 3-2-1, videos, etc.)

Coordination (20%)

- Identify, manage and cultivate consultant pool
- Coordinate curriculum and training projects
- Set up and attend calls, take notes, and conduct follow up
- Procure consultants as needed
- Manage training and curriculum calendars
- Keep curriculum quality tracker up to date via bi-weekly curriculum calls

Training (10%)

- Facilitate training workshops and onboarding workshops on new/revised curriculum
- Participate in Training Committee and support Training Manager



- Collate training feedback to input into curriculum revisions/adaptations

Support development and execution of GRS curriculum strategy (10%)

- Conduct quarterly consultations with external curriculum advisors to ensure curriculum remains cutting edge

Manage curriculum quality assessment & monitoring system (5%)

- On a quarterly basis, work across teams to ensure quality tracker remains up to date
- Continuously improve usability and relevance of the system
- Make recommendations for curriculum updates quarterly

Support new business development (BD) proposals related to curriculum and training (5%)

- Assist US- and country-based BD team members with technical input related to curriculum and training products and methods

Qualifications:

- Management and coordination experience, both project management and people (consultants)
- Facilitation/training experience (preferably with GRS experience)
- Experience writing and delivering GRS curriculum preferred

Ideal candidate should have exceptional skills in the following:

- Strong writer, having lots of experience in MS Word
- Interpersonal skills

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 jobs@grassrootsoccer.org
With "Curriculum & Training Coordinator" on the subject line.
Only short-listed candidates will be contacted.

Application Deadline: 15th January, 2021