

**Education Development Trust
Job Description**

Job Title:	Field Officer, WWW Project
Group:	Education Services, SSA
Dept/Project/Service:	Programmes
Reports to:	Regional Coordinator (as designated)
Responsible for:	Community Conversations and outreach programmes
Usual office base:	Tanariver County (remote project offices)
Grade:	7

Job purpose:

The Field Officer is a key part of the GEC Transition Kenya –Wasichana Wetu Wafaulu (WWW project) with primary responsibility of implementing the project outputs in the community, households and girl level.

The post holder will ensure that the components of the projects as designated to him/her are completed on time and within budget and that the project component(s) objectives are met.

Job Objectives:

1. Participate in community conversations and household visits within the WWW Project implementing areas to strengthen the capacities of the local communities in ensuring there is increased enrolment, retention and transition of girls in schools,
2. Provide model and mentorship sessions for existing community groups in confronting stable livelihoods, peaceful co-existence and on support to issues pertaining education and behavior change among children within the project area.
3. Support and strengthen the capacity of CHVs, CFS and ToTs in addressing key challenges and issues impeding transition of girls, good health of the girls within the households and at school and also addressing retrogressive cultures that affect child rights ;
4. Continuously liaise with the head teachers and school management committee and community in the general successful implementation of WWW project;
5. Organize, participate and take lead in facilitating community fora to propagate the ideals of the Project, empowering the community and forging alliances for sustainability;
6. Develop feasible work plans and ensure speedy implementation of all partners' components in relation to the girl's improvement of learning outcomes within the operation area under the WWW project;
7. Conduct regular and routine checks in schools to assess girl friendly environment and advice the Regional coordinator on what needs to be addressed;
8. Conduct field related training activities targeting teachers, school management committees and community leaders on Gender, community health strategy and behavior change activities for the girl child;

9. In liaison with the Regional Coordinator and the Children's Department at the county level facilitate referrals and handling of any child abuse cases.
10. Develop and review field reports, Community Conversation and Household visit tools and Referrals' data; and ensure timely submission of these reports to the immediate and technical supervisor
11. Work and closely coordinate education field related activities such as Theme days with TSC/MOE other field officers and coaches;
12. Attend stakeholder forums and enhance partnership with GOK, CSO, PTA, TVET managers, secondary school principals, and head teachers by attending stakeholder forums and maintaining good working relationships within the program period;
13. Work closely with the schools, TVETS and catch up centers to track girls being supported by the Project and the success of the beneficiaries of the Project.
14. Act as the link between the Project and the community;
15. Support the running of Child to Child clubs within the Project schools by training the Patrons and champions and ensuring the clubs are functional;
16. Support project schools in developing Gender Responsive School Development Plans.
17. Sensitize the community on child safeguarding and refer safeguarding cases to children protection officers for follow up.

Person specification:

Knowledge:

Essential:

- Holder of a Bachelor's Degree or equivalent in Education, sociology or Community Development, Public relations and Administration, Community Health related fields
- Two (2) years' experience in field related activities that involve community engagement in participatory approaches.
- Strong interpersonal skills
- Fluent in English and understanding of local language in the area of designation will be an added advantage
- Demonstrated experience in implementation of behaviour change and health related activities
- A good knowledge of and understanding of project management tools and techniques.
- Ability to manage and analyse project data;
- Strong verbal and written communication skills.

Experience:

Essential:

- Proven successful experience in project co-ordination role at field level, including preparation of project plans, risk and issues logs; management of project action plans.
- Activity based budget development and management.
- Planning and performance management
- Ability to use initiative demonstrating commitment and flexibility.
- Evidence of having operated in a pressurised environment.
- Ability to prioritise workload, and work to deadlines.
- Ability to recognise 'drift' and develop and implement remedial actions

- Working on multiple projects and tasks
- Monitoring work, ensuring its quality and acting to correct problems arising.

Skills:

Essential:

- Proficiency in MS Office Suite;
- Excellent planning and organisational skills;
- Very strong stakeholder liaison and interpersonal skills with the ability to work collaboratively in cross-functional teams and with a wide range of external stakeholders, including the client, schools and consultants, including the ability to speak publicly and work effectively as a member of a team;
- Good data management and analysis skills;
- Excellent analytical and writing skills;
- Effective time management skills with demonstrated ability to manage a diverse and demanding workload in a fast-paced environment;
- Concern for detail to ensure the accuracy of information;
- Completer/finisher
- Self- starter with ability to work unsupervised and good team player;
- Ability to ask for help as required;
- Any other reasonable duty as may be assigned that is consistent with the nature of the job and the safe and effective operation of the organisation

Scope: Will involve relocation and/or frequent travel to remote locations within Kenya.

Competency Band: 4

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Delivering the vision	Motivating Others
Integrity - Supporting and Building Trust	Upholding principles and values	Communicating with impact and empathy
Accountability - Delivering and Improving	Driving performance	Delivering commercial outcomes
Collaboration - Engaging and Partnering	Engaging others to achieve goals	Influencing and negotiating

Education Development Trust is committed to safeguarding and promoting the welfare of everyone who comes into contact with us. We operate a zero-tolerance policy to sexual exploitation, abuse and harassment (SEAH). Applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with past employers and police checks. Successful candidates will be required to sign a safeguarding declaration to confirm that they will abide by the Trust's safeguarding policies and procedures, including, but not limited to, Protection from SEAH, and the Safeguarding Code of Conduct