

Opportunities Workshop Coordinator (*1yr contract position*) **COMMON GOOD/** The Zanokhanyo Network

ABOUT OUR ORGANISATION

Common Good was founded by Common Ground Church in 2005. We've since impacted thousands of lives for the better through our early life, education and employment initiatives. Common Good inspires and equips Common Ground Church congregants to live out social justice in their everyday lives.

JOB OVERVIEW

This role is primarily responsible for the facilitation, the coordination and oversight of all workshops offered by TZN. The incumbent is required to assist in the management and coordination of volunteers where necessary and ensure that the training offered is relevant to Job Readiness graduates and of a high standard. The workshops are aimed at Job Readiness graduates and can be run at either of the TZN hubs or community training centres.

KEY COMPETENCIES

- Facilitate all workshops offered by TZN
- Workshop coordination
- Identify new opportunities workshops
- Confidence building workshops

MINIMUM REQUIREMENTS

QUALIFICATIONS:

- Matric
- A relevant tertiary qualification in Project Administration or similar
- Proven ability to manage multiple responsibilities and tight timelines
- Strong communication and presentation skills
- Volunteer relationship management

PREFERRED REQUIREMENTS

KEY SKILLS

- Ability to adapt the workshop materials to make them appropriate to TZN graduates.
- Ability to evaluate the workshop materials, process and provide a final report.

- Ability to make recommendations for improvements to the workshop material and process.
- Ability to multi-task efficiently and think on your feet.
- Time management - know how to shift priorities based on deadlines and levels of importance.
- Ability to plan and deliver multiple events successfully.
- Enjoy organising, planning and delivering work.
- Experienced in dealing with and excellent understanding of projects objectives (the way its described this should maybe be under the heading below).
- Ability to manage budgets.
- Attention to detail – demonstrating accuracy in one's work.
- Flexibility/Adaptability – readily adapt to changing requirements; maintain effectiveness in varying circumstances.
- Willingness to go above and beyond when urgent situations arise without any complaints or hesitation.
- Oral Communication - express oneself effectively and convincingly when speaking with individuals and groups in a formal or informal setting.
- Use of appropriate interpersonal and communication skills to promote workshops effectiveness.
- Written Skills – convey information accurately in an appropriate written format; expressing oneself effectively in writing.
- Listening skills – attentive to volunteers and graduates.
- Problem Solving/Decision Making – Define problems clearly and logically; effectively using an appropriate problem solving and decision-making style.
- Team Skills – ability to work collaboratively with others.
- Dependable and reliable.
- Ability to withhold important information
- PC literate (MS Office – Word, Excel and PowerPoint).



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APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references to Coleen Adams (coleen.adams@commongood.org.za) by **Friday, 8 December 2018**. Full job description available on request.