



## **Job Announcement**

### **Position: Community Involvement Trainer - Rubavu**

#### **Job Description:**

Wellspring is currently working in the districts of Gasabo and Rubavu through our School Development Program to support educators, leaders, and the school community in the promotion of quality education (SDP). The position of Community Involvement (CI) Trainer is a crucial part of the implementation of this support. The role involves walking alongside parents and school leaders to equip and support them in their involvement in the education of their children so as to promote quality education, as part of a team. Almost eighty percent of the trainer's time will be spent in active field work in Rubavu public schools. The remainder of the time will be spent in focused learning (with peers & management) and fulfilling various administrative responsibilities such as planning and reporting.

**Anticipated Start date:** Early October 2018

**Reporting to:** Program Manager/ School Development Program Rubavu

**Working closely with:** CI trainers, Quality Education Trainers, School Communities, Drivers

**Location:** Rubavu

#### **Job Responsibilities:**

1. Implement, monitor and evaluate all CI modules, meetings, and workshops in the given school communities according to the guidelines, timing, and the required standard in every aspect.
2. Be a leader in the Asset Based Community Development (ABCD) approach within the education sector.
3. Provide the required support in Quality Education (QE) activities.
4. Actively support & facilitate partners for greater sharing and learning.
5. Actively contribute to the growth and health of the organization supporting its vision, mission, core values and objectives.
6. Be of exemplary character and represent Wellspring in an exemplary manner at all times.
7. Work well as a team member:
  - a. Taking turns in leading meetings and devotions.
  - b. Supporting and encouraging fellow colleagues.
  - c. Building strong relationships with each school community and with all education stakeholders.
8. Be willing to conduct other work related duties including administrative tasks as deemed appropriate by the Line Manager.

## Requirements for the role

### Qualifications

1. Recognized qualification, ideally at Bachelor's Degree level, in education, social sciences or other relevant field (required)

### Experience and Skills

2. At least 3 years' experience of working with local communities (required)
3. At least 3 years' experience in a leadership position in education (desired)
4. Communicates well in English (oral & written) (required)
5. Communicates well in Kinyarwanda (oral & written) (required)
6. Basic IT skills (Microsoft Word, Excel & PowerPoint) (required)
7. Experience facilitating participative/interactive workshops (desired)
8. Demonstrates an understanding of the Asset Based Community Development (ABCD) approach (desired)

### Personal and Spiritual Qualities

9. Exemplary Christian: demonstrating the fruits of the spirit (required)
10. Well organized (required)
11. Excellent interpersonal skills: enjoys working with people, encouraging, sharing ideas, motivating (required)

### To apply send:

1. Completed Wellspring 'Employment Application Form' (available at the Wellspring offices in both Kigali and in Rubavu or by email from [rachel@thewellspringfoundation.org](mailto:rachel@thewellspringfoundation.org) )
2. A full Curriculum Vitae (CV)
3. A cover letter explaining why you feel you would like this job (max 1 page)
4. A statement of faith\*
5. A signed reference letter from your regular place of worship (church)

### Applications can be sent scanned by email or submitted in person in a sealed envelope to:

#### Senior Program Manager Rubavu, at either of our Kigali or Rubavu offices

- The Wellspring Foundation Office, CLA Site, KG 270 Street, off KG 9 Avenue, Nyarutarama, Kigali
- The Wellspring Foundation Office Rubavu, Nengo Cell, Gisenyi Sector, Rubavu. *From Gisenyi town towards the hospital, turn left at the Presbyterian Church and continue for 300 metres to our office. Reception: 0789719783*
- [rachel@thewellspringfoundation.org](mailto:rachel@thewellspringfoundation.org) (please sign and then scan all your documents before sending as attachments by email)

**Closing Date for applications:** **5pm Tuesday 18<sup>th</sup> September**

**Provisional date for interviews:** During the week commencing 24<sup>th</sup> September

Please note that interviews will take place at our office in Kigali. All applicants will receive acknowledgement of their application.

*\*what is a statement of faith? A statement of faith should describe your Christian faith, your local church involvement and how you see it as relevant to your involvement with the Wellspring Foundation.*