

RECRUITMENT

Trainer/Project Coordinator

Pristina – October/November 2019

PLAY INTERNATIONAL IS LOOKING FOR A FULL TIME TRAINER / PROJECT COORDINATOR TO SUPPORT THE IMPLEMENTATION OF ITS PROJECT PORTFOLIO IN KOSOVO AND THE WESTERN BALKANS

The position will support the education and social cohesion focused portfolio of projects PLAY International runs in Kosovo and the Western Balkans. Responsibilities include: coordinating project activities in various localities; and supporting the delivery of trainings for sport coaches, teachers and youth using an active and inclusive education approach.

Skills and Experience Required:

ESSENTIAL SKILLS AND EXPERIENCE

- Currently enrolled or completed Bachelor's degree
- Willing to work with different communities (Albanian, Ashkali, Bosniak, Croat, Egyptian, Gorani, Roma, Serb, Turk);
- Willing to promote sports for social cohesion in Kosovo (girls and women, people with disabilities, all communities);
- Experience of teaching/training for non-formal education;
- Experience leading a workshop;
- Languages:
 - Albanian (Essential): fluent, written and spoken (C1)
 - English (Essential): good knowledge, written and spoken (B1/B2)
- Good organizational and logistical skills including experience in organizing events/trainings;
- Efficient, rigorous, honest, reliable
- Good communication skills
- Able to work in a team and independently;

DESIRED SKILLS AND EXPERIENCE

- Languages: Bosnian-Croatian-Serbian;
- Experience in written translation and oral interpretation;
- Experience working with youth and children.

These are **locally appointed positions** with a competitive salary and benefits package. Please note that there are no international benefits offered with this position (flights, accommodation etc) and post-holders must be available to work in Kosovo.

If you meet the minimum requirements and are interested to apply for this position, please send a CV (no more than two A4 pages), and cover letter (no more than one A4 page). **All applications must be in English.**

Please send your **application (CV, Cover Letter)** to: recruitment.kosovo@pl4y.international

The application **deadline is 23.59 on Sunday 10 November, 2019**. Interviews will be held by the end of November, and the positions will begin in either December 2019 or January 2020.

Please note: Incomplete / Incorrect applications will be automatically rejected. Due to the high number of candidates, only shortlisted candidates will be contacted. If you have applied, but not heard from us by the end of November 2019, please assume that your application has not been successful.

PLAY International Kosovo is committed to a policy of equal opportunity and is keen to reflect the diversity of the Kosovo society at every level within the organization. We welcome applications from all sections of the community. We guarantee an interview to disabled candidates who meet the essential criteria.

Job Title	Coordinator
Mission	PLAY International Kosovo
Location of post	Pristina
Reports to	Pedagogical Manager
Duration	2 year fixed-term

Purpose of the job:

To ensure the smooth implementation of PLAY International's project activities in various localities around Kosovo and neighbouring countries. Preparing pedagogical content, supporting and delivering trainings for teachers, sport animators and youth on inclusive sport methodology.

Context of the position:

PLAY International has been active in Kosovo since 2002, using sport to build bridges and promoting peace and reconciliation between communities on a national and international level. New large-scale funding opportunities from 2019 have enabled the Mission to scale up its engagement in the formal and non-formal education sector, with a focus on inclusion, access and retention in school for vulnerable groups, and active education. Working on several complimentary initiatives at the same time, PLAY actively engages local partners and multipliers to ensure sustainability and impact.

The pedagogical implementation team, in which the coordinator plays a central role, delivers a continuous schedule of high quality, context relevant training, support and follow up to hundreds of participants and beneficiaries in the field each year. All the work of the pedagogical team is built on a foundation of strong project management, monitoring, evaluation and learning, and communications with stakeholders.

Main Duties and Responsibilities:

Training Preparation and Delivery (30%):

- Assist the Pedagogical Manager and Senior Coordinator in preparing the contents of training events;
- Lead sessions as required during training events;
- Assist in the delivery of sessions led by other coordinators during training events;
- Assist in the organization of training events: coordination with participants, drafting of attendance lists etc.
- Administrative and logistical organization of training events (attendance lists, data collection tasks, procurement etc.).

Field visits (40%)

- Conduct support, monitoring and quality assurance field visits as per project activity timetables
- Conduct adhoc additional training sessions in project localities as per the requirements of the projects
- Complete data gathering and reporting requirements linked to field visits to Pedagogical Manager and Senior Coordinator;
- Keep regular contact with project beneficiaries;
- Address issues encountered (attitude, working together etc) in a professional and calm manner (including consulting with the pedagogical team to agree on the best approach to take);
- Where appropriate, ensure field activities are planned at least 3 days in advance and that a suitable place for the activities is booked;
- Maintain appropriate regular communication with local actors/local partners during field visits;
- Always be dressed smartly in PLAY International branded sport clothes during visits;

Event Coordination (10%)

- Assist the Pedagogical Manager and Senior Coordinator in preparing the contents of large or one-off advocacy and engagement events;
- Assist in the administrative and logistical organization of events (attendance lists, invitations, follow-ups, procurement etc.);
- Coordinate with participants regarding transport, number of children, etc.

Project Administration (15%)

- Write-up short activity reports as required and following internal guidelines;
- Organise and file all data gathering documentation collected from the field for submission to the Senior Coordinator;
- Assist in data entry tasks as required;
- Actively participate in planning, evaluation and review sessions led by the project team to continually improve the outcomes of PLAY International's work;
- Working closely with the Project Assistant to ensure relevant information and tasks are communicated and coordinated.

Communications and Coordination Tasks (5%)

- Contribute to the information gathering for communications materials about the project (photography, interviews etc);

Key Relationships:

Internal: Pedagogical Manager, Senior Coordinator, Project Manager, Administration and Finance Team, Logistician, Other PLAY International Project Teams.

External: Teachers, sport animators, youth volunteers, local partner organisations, children participating in multiplier activities, other local stakeholders (municipal officers etc)

Other important features or requirements of the job

A willingness to develop and grow skills and experience through training, collaboration with colleagues and initiative.

Ensure safeguarding and guidelines are applied and upheld in line with organisational standards and policy for the following areas:

- Child protection
- Equal Opportunity and Diversity
- Health and Safety
- Information Knowledge Management

Operational project work requires occasional (or sometimes regular) work outside normal hours, for example in the evenings or at weekends. Recuperation days should be agreed with the line manager in advance to maintain an adequate work-life balance. Postholders may be required to travel abroad on PLAY International business and should therefore hold valid travel documents.

Skills and Experience Required

Essential

- Currently enrolled or completed Bachelor's degree
- Willing to work with different communities (Albanians, Ashkalis, Bosniaks, Croat, Egyptians, Gorani, Roma, Serbs, Turks);
- Willing to promote sports for social cohesion in Kosovo (girls and women, people with disabilities, all communities);
- Experience of teaching/training for non-formal education;
- Experience leading a workshop;
- Languages:
 - Albanian (Essential): fluent, written and spoken (C1)
 - English (Essential): good knowledge, written and spoken (B1/B2)
- Good organizational and logistical skills including experience in organizing events/trainings;
- Efficient, rigorous, honest, reliable
- Good communication skills
- Able to work in a team and independently;

Desirable

- Languages: Bosnian-Croatian-Serbian;
- Experience in written translation and oral interpretation;
- Experience working with youth and children;

Please specify any passport and/or nationality requirement	Right to work in Kosovo. Right to travel in the Western Balkans.
Please indicate if Police checks are required	Yes