

## **PEDAGOGICAL MANAGER**

**ISV (International Solidarity Volunteer – according to the French law) / Local Contract**  
**12 months - renewable**

PLAY International is looking for a pedagogical manager. The new position is due to start in October 2023.  
Location: Pristina, Kosovo

### **PLAY International**

PLAY International is a secular and apolitical French NGO founded in 1999 on the idea that sport could be a catalyst for social change. Its main objective is to promote sport and play as tools to educate, integrate, and empower young people and children. Since then, the NGO has developed and managed education projects in a dozen countries for the benefit of over a million children. PLAY International currently has 5 missions (France, Burundi, Kosovo, Senegal, and the Comoros Islands).

PLAY International has been active in Kosovo since 1999. In a multi-ethnic context with a population facing challenges around discrimination and exclusion, sport is an opportunity in Kosovo to bring people from different backgrounds and communities together, and the pedagogical content used by PLAY is a tool to empower trainees to build a more inclusive society.

PLAY International is member of SOS Group.

### **Groupe SOS**

Groupe SOS is a non-profit group of social purpose organizations. Born in 1984 in France, to achieve the SDGs, Groupe SOS gathers 650 facilities, associations and social businesses.

Europe's leader in social and solidarity economy, the Group brings local expertise to co-build projects and institutional reforms with public and private partners.

We fight, engage and innovate to drive systemic change for the most vulnerable people, future generations and fragile territories, and count about 2 million direct beneficiaries in over 40 countries.

The Pedagogical Manager needs to be aware of the multi-cultural and sensitive context within which they will be operating and work closely with the local staff, stakeholders, and beneficiaries.

Report to Head of Mission.

## **Main Duties and Responsibilities**

### **1. CREATION, DEVELOPMENT AND ASSESSMENT OF PEDAGOGICAL CONTENT (cross-cutting – 50%)**

In close collaboration with the pedagogical team in Kosovo and the Pedagogical Referent in France, create, review, and finalise the pedagogical content of the various projects. Ensure the quality and adaptation to local context of the content being used in all projects within the region. This includes:

- Developing a calendar of pedagogical content creation across the various projects being implemented, together with the Programme Manager;
- Ensuring the calendar is respected and content is created on time;
- Carrying out assessments of the local context to ensure pedagogical content is adapted to regional needs;

- Reviewing existing pedagogical material (including the catalogues of games and handbooks for volunteers and teachers) and adapting the material to the new needs/objectives/strategy, together with pedagogical staff;
- Developing new and innovative content (thematic sheets, workshop sessions, new games, etc.) together with pedagogical staff, for the HQ Pedagogical Referent to validate;
- Designing training curricula in a logical and progressive way;
- Writing applications to the Ministry of Education for all new content to be officially accredited for use;
- Developing tools to monitor and evaluate the pedagogical aspects of projects (qualitative and quantitative), including questionnaires on workshops and seminars, assessment grids to evaluate field work of volunteers and teachers etc.
- Supporting the analysis of the collected material and the reporting processes.

## **2. TEAM MANAGEMENT & STAFF CAPACITY BUILDING (cross-cutting – 30%)**

- Supervising and supporting a team of two pedagogical staff who coordinate the activities and are in contact with the participants and beneficiaries (task coordination, follow-up of field activities etc.);
- Managing the pedagogical team (recruitment, performance evaluation etc.);
- Training and upskilling pedagogical staff according to needs (presentation skills, evaluation of trainees in the field, conflict resolution, building motivation of beneficiaries, etc.).
- Contributing to the capacity building of local and international staff on cross-cutting themes (including gender awareness and equality, inclusion and non-discrimination, etc.) identified together with the Head of Mission and the Pedagogical team in France;
- Designing the mission's common pedagogical guidelines and tools ensuring the quality of the trainings, the trainers' competencies, and commitments (including gender awareness and equality, communities' inclusion, and non-discrimination, etc.);

## **3. PROJECT CO-MANAGEMENT & MISSION DEVELOPMENT (15%)**

In close collaboration with the Programme Manager and the Head of Mission, contribute to projects regarding all aspects of pedagogical activities. This includes:

- Contributing to reflection on the Kosovo mission's strategy and future orientations; including contributing to the identification and formulation of new projects to anticipate the pedagogical needs taking into account the project's duration, objectives, beneficiaries, etc.;
- Contributing to the management of certain projects by supporting the organisational, logistical, and financial aspects of the project implementation;
- Contributing to the monitoring and evaluation;
- Contributing to report writing.

## **4. SENIOR MANAGEMENT TEAM (SMT) (5%)**

- Playing an active and dynamic role in the SMT and in the organization at a global level to contribute to the overall success of PLAY;
- Attending and contribute to SMT's weekly coordination and any other meetings as required.

## Key Relationships

**Internal:** Head of Mission, Programme team, Administration and finance team, Pedagogical Referent in HQ.

**External:** Adult, youth and child beneficiaries, local partners (universities, ministries, NGOs...)

## Other important features or requirements of the job

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

Ensuring 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, particularly at weekends. TOIL should be agreed with your 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

#### Education and Knowledge

- University degree (preferably master's level) in Pedagogy, Education, Sport, Physical Education, Social work, or another relevant field
- Knowledge of project management
- Good knowledge of development and cooperation, and/or of the Sport for Development and Peace sector

#### Professional experience

- At least 2 years' experience in the fields of physical education and/or education through sport initiatives and/or non-formal education
- At least 1 year of experience creating and developing pedagogical content on relevant topics ( such as sport, inclusion, gender, anti-discrimination, peacebuilding, human rights, etc.) through workshops and seminars
- Experience managing a team and a project

#### Skills

- Pedagogical and trainer skills; creativity, designing training content, understanding of pedagogy, participative methodology
- Socio-sportive skills; ability to lead a sport session, work with different groups (youth, adults, teachers) in formal and non-formal education settings
- Good team management skills (good communication and relational skills, problem solving)
- Organisation and planning skills; management of stress and priorities
- Adaptation skills to local context

- High motivation towards the objectives of the Mission, strong commitment, and willingness to learn
- Strong sense of initiative and autonomy
- Teamwork

#### Languages

- Excellent command of English, oral and written, is mandatory for this role
- Working knowledge of Serbian or Albanian is highly desirable
- Knowledge of French is desirable

#### IT Skills

- Excellent knowledge of Office
- Experience with Canva and other design tools is desirable

#### Desirable

- Experience working in a multicultural environment
- Experience abroad (particularly in a post-conflict context)
- Additional certification related to non-formal education

#### Conditions

- Contract + duration: ISV (International Solidarity Volunteer – according to the French law) / Local Contract, 12 months - renewable
- Salary: 1,100EUR (before taxes) Monthly
- Please indicate if Police checks are required
- Please specify any passport and/or nationality requirement: right to work in Kosovo. Right to travel in the Western Balkans. Valid passport and identity card
- Please indicate if Police checks are required: yes
- Location: Pristina, Kosovo
- Starting date: October 2023

#### To candidate

Applications (CV and Cover Letter) to be sent to [cdm.kosovo@play-international.org](mailto:cdm.kosovo@play-international.org).

Deadline for applications: Applications will be reviewed on a rolling basis **until September 24, 2023**