

1. ABOUT THE VACANCY

Name of the position:	Operational Project Coordinator
Reports to:	Social Director
Work place:	Futbol Mas Kenya office in Mathare (flexible work dynamics), with travels to Kakuma and Dadaab
Timing:	Full time, 11 months contract
Application deadline:	October 25 th 2020

2. INTRODUCTION

Founded in 2008 in Chile, we have grown into an international Sport for Development organization with presence in 9 countries: Chile, Peru, Ecuador, Haiti, Paraguay, Mexico, France, Dominican Republic and Kenya. Every week about 11,500 children participate in our programme in challenging environments throughout Latin America, the Caribbean, Europe and since 2017 also Africa. We're a social and



community-based programme using football, sport and play as a vehicle for social change. Our vision turns around 3 key words: inspiration, community and happiness. We have won several global awards as a testimony. For a visual summary of what we are about, check the following link: <https://www.youtube.com/watch?v=EcXIEiTXF98&feature=youtu.be>.

At the moment in Kenya we work in several communities of Nairobi, with a strong roots in Mathare and Kibera, where we started in 2017 with 400 children. We are currently reaching 1,200 children every week. Through a partnership with the United Nations we also work with refugee communities in Nairobi, Kakuma and Dadaab, which has expanded our reach further. Our vision is to create sustainability and scale up where we already are and convince partners around Kenya and beyond to include more communities in the Futbol Mas family. Bringing in your passion, creativity and skills, you will take the lead in this position in a key programme as part of a strategic partnership with the United Nations working with refugee communities, families and children in Kakuma and Dadaab, based in Nairobi with regular travel to Kakuma and Dadaab.

3. JOB DESCRIPTION

We are a multidisciplinary team, mostly with social and sports profiles and are looking to make you our newest signing! If you are a leader with experience in managing and coordinating projects with an innovative sport for development methodology and a community-based approach, then maybe you are the one to coordinate an exciting project we are kicking off with the UN, focusing on mental health and psychosocial support through our methodology, working with families, youth and children in Kakuma and Dadaab refugee camps.

You will be responsible to coordinate a team of both Kenyans and refugee professionals to implement social and sports activities, with a focus on strengthening mental health and resilience in children and cohesion and leadership at the community level. Within the community we are particularly targeting those adult caregivers mostly involved in the upbringing of the children that can contribute to create safer and non-formal educational spaces, this means mainly teachers, youths and parents.

This challenge is something for you if you see coordinating and working with a multidisciplinary and diverse team in terms of culture, language and background as a challenge. Be ready to be inspired and resilient. Be prepared to be flexible and well planned and organized. Be willing to adapt to new ways of working as a team, as well as being detailed and thorough in reporting. Be ready to travel from Nairobi to Kakuma and Dadaab on a monthly basis. In this role you will have a 360 project coordination role going from efficient task and people management to planning and reporting. From developing inspiring social sport activities together as a team to understanding different communities and realities and adapt the project accordingly. The Futbol Mas Kenya leadership will train, assist and advice you throughout the journey.

4. KEY ROLES, RESPONSIBILITIES and COMPETENCIES

- ✓ Learn about the Futbol Mas methodology through experience and training.
- ✓ Recruit and train field coordinators and coaches for project implementation in Kakuma and Dadaab.
- ✓ Work as a team with colleagues and the community to develop relevant, interesting, fun and inspiring capacity-building journeys for the key community stakeholders, such as teachers, youth and parents.
- ✓ Take a lead in monitoring and reporting of the project with detailed and daily management, as well as preparing periodic reporting for the Futbol Mas management, as well as the partner.
- ✓ Management of field teams in Kakuma and Dadaab from Nairobi, balancing between empathic and efficient leadership that makes sure goals are reached as a team.
- ✓ Participate in strategic decision-making for the project and the partnership associated to it.
- ✓ Integrate the use of technology-based applications to enhance monitoring and capacity-building, with the support of specialized colleagues.
- ✓ Inspire not only your team, but through them also the families, youths and teachers to engage in a new project in their community.
- ✓ Manage the relationship with other UN-partners in Kakuma and Dadaab.
- ✓ Assertive and proactive communication and analysis skills to advice the leadership team.



5. CROSS CUTTING COMPETENCIES

To thrive in Futbol Mas and discover yourself further professionally and personally, you will need / get the opportunity to build the following skills:

Internal strengths
Be flexible and resilient (especially to operate and connect with people from the community)
Be proactive and take initiative
Think strategically
Be goal and quality oriented (with an eye for detail)
Manage your emotions
Positive energy
Be well organized and structured when planning and implementing an activity
Relational strengths
Horizontality in all relationships (within the team and with others)
Communicate by connecting, listening and dialoguing with people
Take leadership and work as a team at the same time
Be assertive and professional in your communication and behaviour
Technical strengths
Capacity to vision and project strategically towards community ownership and management
Being able to simultaneously and effectively operate a strategy and its action lines
The ability to analyse situations, people, documents and numbers for decision-making
Fluent in working with Office applications, mainly Outlook, Word, Excel and PowerPoint
Being conversant with task management software is an asset
Fluent in Swahili and English. Knowledge of French and/or Spanish is an asset, but not necessary
Knowledge on social/community and sports programming is an added value

EDUCATION:

Formal studies / careers studied	1. Social sciences - sociology 2. Psychology 3. Pedagogy - education Or related careers
Valuable additional education:	1. Community work 2. Youth employability and entrepreneurship
Minimal working experience desired:	2 years of relevant working experience

We are not a competitive football development programme and in this position there is no need to be "football"-literate. Additionally, Futbol Mas is a gender sensitive organization and welcomes women to motivate themselves to apply for this position as we strive to not only have a multifunctional team, but also a gender balanced team.

If you are interested to be part of our team in these historic steps of Fútbol Más on the African continent, send us your CV, cover letter and salary expectation to recruitmentkenya@futbolmas.org.

