



JOB PROFILE

Position Title: Pan African Popular Education Coordinator

Reports To: WoMin HoP/Director

Location: Remote working from anywhere on the continent

Duration of contract: 2-year contract with possibility for extension based on funds mobilised and performance

Purpose of Role

Leads all of WoMin’s popular education work, including the coordination and oversight of the feminist schools nationally and regionally, and serves as the primary coordinator of the 18-month Pan African ecofeminist cadre formation programme.

Key Responsibility Areas:

| No. | Responsibility area | Accountability to |
|-----|--|--|
| 1 | <p><u>Gives leadership to the WoMin feminist school team</u></p> <p>Support to the WoMin feminist schools at the national, sub-regional, linguistic, and Pan African levels. This involves:</p> <ul style="list-style-type: none"> • Coordinates a schedule of schools for each year. • Builds a team* for each school and ensuring that this team successfully delivers a powerful school which is appropriate to each context/constituency. • Works with the WoMin feminist school team to systematise the schools and document our approach and methodology for others to access and use. | <p>WoMin Director/Head of Programmes</p> |

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| 2 | <p><u>Leads the long-term Pan African Ecofeminist cadre development programme</u></p> <p>With support from the WoMin Head of Programmes / Director:</p> <ul style="list-style-type: none"> • Convenes an advisory group which gives an overall content steer to the programme. • Leads a team of internal and external facilitators and resource people responsible for the day-to-day implementation of the programme. • Leads the development of a cohesive (but adjustable) modular programme for the 18-month cadre development. • Coordinates the schedule, speakers/resource people and preparations for each module, with the support of the WoMin logistics team and the facilitator team. • Leads on identifying and supporting the development of the needed capacities of the national facilitators. • Organises regular reflections and a mid-term reflection of the programme to inform the second cycle of work. • Trouble shoots as needed to ensure the successful implementation of the programme. | WoMin Director/Head of Programmes |
| 3 | <p><u>Development of resource materials for the cadre formation programme</u></p> <ul style="list-style-type: none"> • Works with the facilitation team, the WoMin comms team and the advisory group to identify the range of resources required to support each module of the cadre development programme. • Oversees and delegates oversight of the resource materials as needed. • Keeps a watching eye on resource needs alongside the advisory group and respond as needed. | |
| 4 | <p><u>General responsibilities</u></p> <ul style="list-style-type: none"> • Builds and establishes the links, as needed to WoMin's other programme areas. • Contributes to and actively participates in organizational planning, internal processes and decision-making as mandated. • Teaches, trains and leads on public education including presentations at conferences as required. • Writes papers, articles and media opinion pieces and engages the media as required on WoMin's work and campaigns. • Ensures WoMin's M&E strategy is advanced. | <p>Director</p> <p>Dotted line to the Finance Manager and Deputy Director on some of these</p> |

- Mobilises resources and manages grants for programme as required which includes tracking deliverables, proposal writing, budget management and donor reporting.
- Prepares and submits quality and timely work plans, budgets and technical progress reports to donors and other partners as applicable.
- Participates in WoMin's supervision and other performance assessment processes.
- Performs appropriate duties assigned by the Director.

Skills and Qualifications:

Education:

Honors level degree in relevant field (Development Studies, Political or Social Sciences) or equivalent accumulated work experience. Note: WoMin does not privilege degrees over work experience.

Experience:

- A minimum of six year's working experience in Pan African/Ecofeminist/Socialist/ Extractives terrains of work.
- At least three years' experience conceptualizing and contributing to popular education processes at the Pan African level.
- Ability and experience conceptualizing and writing/building popular education materials.
- At least three years' experience in programmes/projects development, management and coordination.
- Evidence of contributions to building networks and platforms of convergence with a wide range of allies and partners.
- Must have experience working to support people's organizing and women's movement building in particular.
- Essential that the person carries a strong feminist or women's rights identity and has proven experience of work to advance these rights.
- Experience in building methodologies, particularly participatory, for research and other processes.
- Experience in awareness raising, training and capacity building.
- The proven ability to write reports, concept notes and proposals, and analytical pieces.
- Work experience at the sub-regional/regional levels.
- The ability to work in a team, meet deadlines, problem-solve with others, and work with full accountability to peers, alliance members and the WoMin Director

Language skills:

- Fluency in written and spoken English (any other language (French) will be an added value)

Values and personal attributes:

- Ability to work under extreme pressure
- Participatory and democratic leadership style but able to act decisively and firmly when needed
- Willingness to work beyond official working hours

- Self-motivated, uses initiative and able to work without supervision
- Organised and accurate
- Integrity, honesty and respect for confidentiality
- A strong inclination to social justice
- Supportive of women's rights.

We are committed to recruiting a black African woman with origins in Africa.

* The team can comprise WoMin staff, as well as external facilitators.