

VACANCY

Job Title	Skills Hub Facilitator
Programme(s)	Integration Pathways
Reports to	Employment Access Team Leader (1st instance) and Employment Access Manager (2nd instance)
Work Location	Scalabrini Centre of Cape Town
Work Hours	40 hours per week (Monday to Friday), occasionally after hours / on a weekend
Closing date	18 August 2024
Email your application to	operations@scalabrini.org.za
Required	Your CV; valid ID/permit; and Cover Letter (including your salary expectation for this position.)

About SCCT

The Scalabrini Centre of Cape Town is a South African NPO advocating for the rights of people on the move including children on the move. Our mission is to welcome, to protect, to promote and to integrate, people on the move into local communities. Lawrence House is the Scalabrini Child and Youth Care Centre, a special place of safety which offers specialized care and protection programmes for children on the move.

Purpose of position (summary):

The primary responsibility of this role is to actively engage with clients and facilitate tailored training interventions aimed at preparing them for successful integration into the labour market or entrepreneurship. This is achieved by enhancing the skills and competencies of clients, equipping them with the necessary tools for sustainable livelihoods. Additionally, this role involves providing consultation services to explore potential sponsorship opportunities for clients, as well as conducting comprehensive follow-up to ensure sustained progress and development.

Primary Duties and Responsibilities:

Facilitation and Training: Conduct and facilitate training sessions (Job Readiness, Business Development, Digital Literacy) to enhance skills and confidence for sustainable livelihoods. Measure effectiveness through participant skill improvement and confidence levels. Ensure training materials are updated and aligned with program goals and participant feedback.

Sponsorship, Consultations, and Referrals: Evaluate client eligibility for sponsorship towards capacity building, Monitor successful referrals and provide ongoing support and mentorship for sponsored clients.

Administration and Coordination: Conduct site visits, maintain Salesforce database accuracy, and update Standard Operating Procedures (SOPs) and SharePoint organisation. Ensure accurate database management and document organisation. Provide administrative support for consultations and training sessions.

Monitoring, Evaluation, and Learning: Conduct follow-up sessions post-sponsorship to assess training impact. Administer and analyse post-training surveys for insights (trends and issues). Evaluate training outcomes through post-sponsorship follow-ups. Assist in compiling donor reports and proposals.

Minimum Qualifications, Skills and Experience:

Minimum requirements:

- Diploma in Administration, Business Management, Adult education
- 2+ years of experience in facilitation
- Broad South African labour market and/or informal business sector
- Intermediate knowledge MS Excel and MS Word
- Strong interpersonal skills
- Task prioritisation and time management skills
- Strong verbal, written, and presentation skills.
- Fluent in English
- Pro-active & analytical thinker with strong attention to detail.
- Ability to work effectively both independently and as part of a team.

Advantageous

- Experience in assisting people to find sustainable livelihoods
- Experience in working with refugees, migrants or marginalized population
- Experience using Client Relationship Management software (Salesforce)
- Proficiency in SharePoint
- Fluency in French

PLEASE NOTE: Only short-listed candidates will be contacted. Scalabrini Centre reserves the right not to make any appointment in this position. Should you not hear from us within 2 weeks after the closing date, please consider your application unsuccessful. Shortlisted individuals may be contacted for further supporting documents and registration details needed. Scalabrini Centre has a zero-tolerance policy regarding sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination; and adheres to strict child safeguarding principles. Selected candidates will be expected to undergo reference and background checks, including criminal clearance, verification of academic credentials and employment history, and may be asked to submit to practical competency testing. Selected candidates may be required to provide additional information.