
Title: Training Coordinator
Ref No: TFU/2023-002
Reporting to: Head of Programs
Positions: 1
Contract duration: 1 year (renewable)
Duty station: Head Office with domestic travels.

Position overview

Training Coordinator is a one-of-a-kind position that provides an unparalleled opportunity for the right individual to play an important role in developing Uganda's future leaders and transforming the lives of thousands of students in Uganda. Teach For Uganda is looking for a highly experienced individual who has a passion for building a young and dynamic team that will train and support our fellows to become exceptional leaders in the classroom and beyond. The individual must be a strategic thinker, visionary person, a skilled manager, teacher trainer with curriculum design and manual development skills. S/he will closely work with the Leadership Development Coordinator and work with a team of Leadership Development Officers (LDOs) who will work closely with Fellows throughout their two-year commitment, helping them to dramatically impact student achievement levels in the classroom, and cultivating them to become future leaders across various professional sectors as alumni of the Fellowship. The Training Coordinator will have the opportunity to shape team and fellow cultures, design and execute fellow training programs and communities of practice, measure program impact and innovate in the areas of teacher coaching/mentoring and leadership development. S/he must be able to design and implement learning loops from Fellows and Coaches trainings including communities of practice model.

About Teach For Uganda

At Teach For Uganda (TFU), we are working to ensure every child in Uganda regardless of their socio-economic background attains an equitable and quality education. *Our mission is to nurture leaders who are committed to advancing equitable access to quality education in low-income communities.* We recruit, train and place top university graduates and young professionals in high need primary schools across Uganda to serve as full-time teachers committed to improving the education outcomes of less-privileged children while developing their leadership skills in a 2-year teaching fellowship. We currently operate in 4 districts i.e. Luweero, Mayuge, Namutumba and Kayunga with 86 partner schools, 171 fellows and 58 Alumni. Our goal for the next 5 years is to develop 1,798 fellows, 1,020 alumni, and impact the learning outcomes 326,400 children. In 2023 we shall expand to Bugiri, Namayingo and others as per the annual scale plan.

Performance objectives

Strategic Vision and Direction (20%)

- Create vision for participant impact, learning and leadership (including refining existing student outcomes and leadership competencies)
- Co/develop key metrics to monitor and/or measure student, participant and cohort outcomes
- Determine the strategic priorities of the training team

Program design and Execution (35%)

- Design and sequence overall training structures and key learning experiences to cultivate Fellow leadership
- Directly contribute and support team in design and facilitation of excellent teacher training and leadership development
- Secure, modify and/or create a range of resources and tools to boost program quality and effectiveness (e.g., teacher curricular development and coaching resources, fellow handbooks etc.)
- Develop, strengthen & maintain external partnerships (e.g., ministry of education departments, universities, district, schools, NGOs etc.) to inform, complement and enhance training and support
- Research innovative and effective pedagogy and curriculum and incorporated learned insights into curricular to inform and improve existing training curriculum
- Plan and execute a bi-annual 2-week residential training for fellows.

Team Leadership and Management (30%)

- Actively source, hire and onboard training team and support them in collaboration with the HR.
- Manage & set ambitious goals, regularly reflect on progress weekly, monthly, quarterly and adjust as needed to meet them.
- Coach and develop the team to grow their training skills and leadership to meet program outcomes, effectiveness and improve quality.
- Foster strong team culture to ensure team satisfaction, retention and effectiveness
- Develop and maintain team structures, division of labor and budget that will best accomplish program quality and sustainability.

Organizational Leadership (15%)

- Serve as member of senior leadership team to strengthen alignment, effectiveness and culture across the organization
- Contribute actively to a range of critical cross-functional projects
- Champion training and support efforts internally and externally to gain support and champions across stakeholders

Education and Experience:

- Bachelors or Master's degree from a reputable University.
- 4+ years' experience in tutoring teachers.
- Experience designing content for teacher training and leadership development is highly desired.
- More than 2 years of classroom experience.

Preferred Skills, Knowledge and Abilities

- Excellent vision-setting, strategic thinking and project management ability
- Deep knowledge of and experience in leadership development and/or adult learning theory and practice
- Ability to analyze and synthesize data
- Proven ability to coach and develop team members toward achieving ambitious and measurable outcomes
- Outstanding track record of achievements and ability to operate with urgency and sense of possibility in a fast-paced environment
- Comprehensive knowledge of excellent teaching and leadership development and understanding of how to translate this into training content
- Exceptional interpersonal and communication skills and flexibility to work in a cross-cultural environment
- Ability to develop and cultivate relationships and networks to achieve results
- Deeply understands the mission of Teach For Uganda and strongly believes that every child can learn and achieve high results.
- Enjoyment of travel and opportunity to work 'on the go' in rural areas

TFU Competencies (for all TFU Staff):

- Put **Children First** at the center of everything you do.
- Possess a **Sense of Possibility** and invest above and beyond what's expected of you
- Have the quest to **Continuously Learn**
- Exercise **Humility and Respect** for all
- Are able to exercise **Teamwork**
- Have the zeal to **Pursue Excellence**.

How to Apply:

Please email your resume with 3 professional referees and a one-page cover letter to jobs@teachforuganda.org. Please indicate the position applied for in the subject line of your email by **20th January 2023**. Your cover letter should include why you are interested in Teach For Uganda and in this position. Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at www.teachforuganda.org. Female candidates are encouraged to apply.