

## Taqaddam Facilitator

### Role Profile

#### Summary

For the past three years the British Council has been delivering a life skills development programme for young people in the Middle East and North Africa (MENA). The programme, Taqaddam (meaning “moving forward” in Arabic), uses a wide range of approaches, including large group workshops, school classes, online ‘missions’ and personal journaling, to motivate teenagers to identify, nurture and unleash their strengths, capabilities and potential.

We are now recruiting enthusiastic, flexible, energetic educators with experience in facilitation, training, learning design and youth development.

You will be someone with a passion for youth development, a flair for facilitating large groups of young people and an interest in exploring education, wellbeing and employment.

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|-------------------------|---|
| <b>Role:</b>            | Taqaddam Facilitator  |
| <b>Reporting to:</b>    | British Council Senior Consultants  |
| <b>Job location:</b>    | Various countries in MENA region including but not limited to: Egypt, UAE, Kuwait, Bahrain, Qatar and Oman  |
| <b>Hours:</b>           | Varied  |
| <b>Contract:</b>        | Freelance   |
| <b>Rate:</b>            | Rates vary depending on roles. Maximum of £350 per day for full-day delivery<br>GB Pound rate paid to facilitators in all countries/ <b>in local currency</b> |
| <b>Responsible for:</b> | Delivering training and workshops and supporting the ongoing development of the programme   |

#### Main purpose of Post

- To co-deliver informative and engaging training to teachers
- To co-deliver inspiring, interactive large-scale workshops to students (most are 15-16 years old)
- To support ongoing project monitoring, evaluation and learning
- To adapt materials and approaches to different contexts and needs
- To act as an enthusiastic, supportive and professional representative for the Taqaddam programme

## **Responsibilities**

### **Training delivery**

Duties will include but are not limited to:

- Attend a 2-day facilitator training workshop where programme content will be introduced and developed
- Work closely with an assigned co-facilitator to prepare for training and workshop delivery
- Deliver training to teachers and / or 'Student Ambassadors', providing participants with the tools necessary to engage with the programme successfully
- Deliver series of half or full-day workshops for up to 100 students in one or more countries across the MENA region
- Contribute to monitoring and evaluation to enhance participants' learning experience and help develop the programme as a whole
- Inspire and enthuse students and teachers to engage with the programme and to make the most of the opportunity
- Support the delivery of a project showcase event, 'Make It Happen!', for up to 400 students

### **Administrative and Communications**

Duties will include but are not limited to:

- Liaise with the UK-based Taqaddam team and the British Council team in the delivery country, where necessary
- Assist with logistical arrangements to ensure smooth running on the day of events
- Contribute to social media presence whilst in-country, including documenting sessions, tweeting, blogging and sending photos to the Taqaddam team
- Provide summary evaluation reports so your experience supports wider external communications



## **Person specification**

The ideal candidate will be...

### **Attitudes and Behaviors**

- An energetic, creative and curious person with a strong commitment to personal development & learning
- Keen to work as part of a diverse facilitation team
- Excited by the idea of helping develop a growing global programme
- Committed to the aims of Taqaddam
- Able to balance critical thinking and reflectiveness with pragmatism and action

### **Skills**

- Skilled and confident in engaging large groups of young people, using participatory, interactive approaches
- Ability to create a safe space where participants feel heard, respected and are free to express themselves without judgement
- Good communicator, with team members one-to-one and in a group, and with different audiences, including teachers, politicians and parents
- Ability to work creatively and flexibly under pressure, including as part of a team

### **Essential knowledge and experience**

- Experience of working with children or young people in a facilitation capacity
- Experience of developing training / workshop resources and materials
- Experience of working in an inclusive manner with diverse groups
- Experience of delivering similar programmes / activities
- Knowledge of life skills, personal development, character strengths or similar themes

### **Desirable knowledge and experience**

- Understanding of the context of young people in the MENA region
- Experience of adapting learning materials and activities to different learner contexts
- Experience of delivering training and learning for adults
- Experience leading large groups of young people (up to 100 people)
- Experience of working internationally or in intercultural environments

## **Conditions of employment**

- You will be required to attend a 2 day facilitator workshop. Dates to be confirmed but likely to be the end of November
- You will be required to provide a minimum of two references specifically related to similar work
- Flexibility is required around working hours due to workshop timing, travel duration, etc
- You will be required to undergo a criminal/police check or equivalent in your country

We will do all we can to accommodate your existing schedule and will always keep your well-being in the forefront of our considerations.

## To apply

We advise that all potential applicants visit the programme website to learn more about Taqaddam [www.taqaddam.britishcouncil.org/](http://www.taqaddam.britishcouncil.org/) before applying. And please email the address below with any questions.

Please send your CV and a covering letter (or a video, if you prefer) detailing how you match the person specification, also including:

- why you are interested in the role
- an idea of your availability until May 2019

**Deadline: Midnight (GMT), Sunday 21 October**

**Please email your CV and covering letter to [Abdelrahman.Elshaer@britishcouncil.org.eg](mailto:Abdelrahman.Elshaer@britishcouncil.org.eg)**

