

JOB DESCRIPTION

Position Title	Training Coordinator (fixed-term contract post – 12 months, ongoing, renewable contingent on funding)
Reports to	Programme and Operation Managers

PURPOSE

Coordinate and deliver of FLEAT (Faith Leader Environmental Advocacy Training), a SAFCEI training platform that is a regional faith-based eco-justice training initiative, as well as other workshops, and mobilise, engage and grow the SAFCEI Earthkeeper network.

To train, support and facilitate ethical action by faith leaders and faith communities across the region (Southern, East and potentially West Africa). The aim is to raise environmental awareness, understanding and concern, share technical expertise, build capacity and skills, and motivate and facilitate eco and climate-justice advocacy and action-taking by faith leaders and communities.

OBJECTIVES OF THE ROLE

- *Training*: Successfully plan, design and execute an agreed number of at least 6 (funding dependent) in person workshops a year for faith leaders as well as other shorter workshops and knowledge exchanges.
- *Mentoring*: Engage with and support FLEAT members and other faith leaders in the SAFCEI Earthkeeper network through regular follow up online meetings, on agreed action plans for the year including monitoring progress, recording and reporting on FLEAT activities by Faith Leaders.
- *Capacity Building*: Build skills, knowledge and information exchange to support community mobilisation through webinars and support to community initiatives.
- *Content Creation*: Source and support content generation from FLEAT members and other faith leaders about their eco-justice journeys: stories, photos, reports, in-country faith and environmental advocacy news.
- *Campaigns*: Link and engage FLEAT members and other faith leaders with other programmes, campaigns, and actions to build stronger eco-justice advocacy initiatives in SAFCEI and externally in the region.
- *Network coordination*: Grow and mobilise the Earthkeeper network for campaign activities including statements, and messages to decision makers on key issues.
- Be a team player, meet agreed objectives, planning, M&E and reporting.
- Report writing and ensure project delivery on regional projects and objectives.
- Any other reasonable tasks as relates to SAFCEI's core objectives.

Skills and Qualifications

- Relevant tertiary education on social and environmental justice, and/or sciences;
- A minimum of three to five years' experience within the climate and/or environmental justice sectors;
- Excellent facilitation and knowledge of learning practice and techniques.
- Excellent organising skills for campaigns and advocacy, and to ensure time bound deliveries will be met;
- Monitor/track energy and climate justice governance in policies/decision making in South Africa and the region, including the media.
- Support and build the capacity of people of faith and green champions to campaign on local, regional, national and international energy and climate justice issues including for a just energy transition that is ethical and restorative, and a Nuclear Free SA, and against the nuclear build programme which is inappropriate for South Africa's energy future, especially in the context of climate change.
- Being motivated to exchange information with and learn from colleagues and movements;
- Being willing to work as part of a dynamic and varied team;
- Coordination of multiple projects, from planning to M&E to report writing
- Demonstrated computer literacy and online applications like google documents;
- Experience and knowledge regarding the use of social media platforms for campaigning;
- Excellent writing and reporting skills in order to present complex policy information to affected communities and a wider audience;
- Proficiency in more than one Southern African language, a strong spokesperson;
- Committed and hard working with attention to detail;
- Ability to problem solve and propose suggested solutions;
- Understanding and commitment to a multi-faith approach & SAFCEI's vision, mission and values: caring for living Earth.

Desirable experience:

- Proficiency in more than one Southern African language.
- Experience and value of working in a diverse and multi-faith environment.
- Experience of working in the NGO sector.
- Logistics- running workshops in diverse settings and locations.

Personal attributes:

- Ability to work in a team and independently.
- Excellent communication skills: verbal and written.
- Leadership and team building
- Creativity skills – able to see issues and problems from different angles.
- Extremely well organised and excellent time keeping.
- Able to take initiative – good at coming up with ideas and taking responsibility for your work.
- Committed, persistence and hard working with attention to detail.
- Understanding and commitment to a multi-faith approach.
- Be a representative of SAFCEI and the values that we espouse, care for the Earth and all her inhabitants.
- Driver's license.

Key Performance Area (KPA)	Activities/Objective/Tasks	Key Performance Indicator (KPI)
1. Faith Leader Training & other Workshops	Recruit and select faith leaders for training- FLEAT and other workshops and for themes and content in order to become change agents in their faith communities and campaign against environmental injustices in their communities and countries.	A plan to recruit and mobilise faith leaders who have capacity to be change agents is developed with colleagues, and concepts notes are approved, which result in faith leaders empowered to take action, representative of diverse faith backgrounds, at least 50% women and youth.
	FLEAT and other trainings (regional and in-country) pre-planning, event logistics and documentation (photos, reports from participants, trip reports), training content and follow-ups and FLEAT reporting.	Workshops are designed, organised with agreed locations and within agreed plan, events proceed smoothly, training is developed and delivered to a high standard; SAFCEI programme areas, sufficient documentation, and reports submitted within two weeks after every event.
	Develop formal FLEAT content for workshops, materials (booklets, pamphlets), and online resources (webinars, Faith leader information, other resources) with issue experts.	Content is distilled from perspectives of internal and external stakeholders, using an eco and climate justice lens and faith, and reflective of community felt needs, approved and available online.
	Conduct post-event regular follow ups with participants on their plans and reports and provide regular reports to the office to mobilise and build the network.	Evaluations are reviewed, included in debriefs, discussed, prioritised and agreed for inclusion in future plans. Faith leaders are liaised with via WhatsApp groups and other forums, including monthly zoom meetings to facilitate information sharing and of eco-justice initiatives. Network members are active.
	Deliver an accurate and ensure the central database of FLEAT and other persons of faith contact information and records of activities is up to date.	Database designed and kept accurate and up to date. Past and current, and new faith leader information and actions are inputted to the database. News items for external consumption are shared monthly or more frequently with comms.

	<p>Coordinate and facilitate training processes with content from colleagues and other experts, and communicate with faith leaders and faith communities, in order to promote a continued commitment to Earth keeping and SAFCEI ethos through a clear measurable approach to advocacy skills development (campaigns, creation of plans, media training, programme content training and information, advocacy tools).</p>	<p>Faith leader behaviour and mind-set are activated on environmental justice across the knowledge areas of SAFCEI and beyond with tools for local implementation, and planned activities using this knowledge and tools have been developed.</p>
	<p>Identify and facilitate the development of faith leader / community advocacy plans, campaigns, and priorities that build on strengths and resources in the SAFCEI faith leader network, that are shared eco-justice issues in the region (for example food sovereignty and climate justice issues, nuclear energy, and so on).</p>	<p>Planned activities are included in the FLEAT report. The plans of faith leaders reflect eco and climate as well as social justice actions aligned to SAFCEI's mission.</p>
	<p>Ensure that faith leaders and their communities are linking successfully with each other and with the SAFCEI team (through, for example, discussion forums, monthly zoom meetings) and are aware of local eco-justice concerns and taking collective action.</p>	<p>Faith leaders are regularly updated and liaised with via WhatsApp groups, and monthly follow up meetings, and other social media forums to facilitate information sharing. Presence through information sharing on relevant forums, reported monthly.</p>
<p>2. Partnerships & Networking</p>	<p>Help maintain SAFCEI's strong network of contacts, including local eco-justice specialists, eco champions, enthusiasts and activate relevant local decision-makers and stakeholders within Southern Africa.</p>	<p>SAFCEI's vision, perspectives, and programmes are shared on relevant fora, hosted dialogues, and discussion groups, new/updated connections shared, network is added to WhatsApp groups, and network activities are supported.</p>
	<p>Ensure that faith leaders are represented in their diversity (faith, ethnicity, gender, age) and are able to play an active role and promote multi-faith eco-activities and advocacy.</p>	<p>The criteria process adheres to equal representation wherever possible.</p>

	Plan and organise public, multi-faith environmentally focussed celebrations (around environment days and religious holidays) and provide detailed reports of these events to SAFCEI, for example Green Action Week, Season of Creation, and other initiatives.	Relevant faith leaders and days are identified and shared with the team (at least 12 per annum), and local and national events are organised within agreed plans, timelines, and budgets.
	Liaise with partner organisations to promote and highlight the work of FLEAT through stories, news, campaigns and advocacy messaging.	Relationship-building is evident through attending events hosted by other organisations, new contacts are networked with, shared with the Comms team, and listed in monthly activity report.
	Ensure documentation and reports from FLEAT and up to date and provide regular updates.	Trip reports are completed and submitted timeously after each trip
	Coordinate delivery of materials, with the SAFCEI team regarding the development of resources, including leaflets, posters, liturgical material, videos, etc.	Resources are well-written and accessible to the target audience (readable, clear, simple, impactful, and relevant), and shared internally monthly.
	Proactively generate regular and frequent stories for video publications, newsletter and websites and by collecting video, photographs, and written information. These will be submitted to the communications department.	Social media output (e.g., blogging, FB posts, Tweets). Information produced is factual and accessible to the target audience (readable, impactful and relevant).
3. Communications	Track environmental issues, campaigns, and policy developments in the region, action and collective commitment of different faith communities, including energy, food and climate justice issues in particular nuclear energy as a false solution in the region, and analysis of JET and climate actions. Build and led campaigns with the team that are faith leader led, based on science, evidence and reflect lived realities of affected communities across the region including climate justice, JET and industrialisation of farming.	Body of knowledge on key issues is built internally and shared internally as well as with faith leaders who engage in campaigns, applying for small grants, and are generating their own ideas and campaigns. Three core campaigns as well as issue specific campaigns are run and active among the FLEAT network.

4. Advocacy	Ensure that the programme is running according to work plans and budget and liaise with other SAFCEI staff (programmes/finance and other) to provide feedback and ensure effective delivery of programme outcomes.	Progress is monitored against plans, corrective action is highlighted and taken timeously, and reported in the project. Monthly, and Board reports. Programme-activity expenditure is monitored, substantiated, and reported on monthly against the provided budget.
5. Reporting	Keep detailed project records – including for the purpose of monitoring & evaluation.	Records are complete, updated, well-organised, and easily accessible to others on request. Confidential records are secure, and access controlled.
	Write project reports for Board, funders and others.	Reports include monthly activities, achievements against objectives set, and are well-written and accessible to the target audience (impactful, and relevant).