

POSITION DESCRIPTION

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| Position Title: | ChildFund Pass It Back Project Officer (Negros) |
| Department: | Development |
| Location: | Negros Occidental |
| Reports To: | Rugby Development Manager |
| Employment Status: | Full-Time Project (October 2019 - August 2020), with possibility of extension dependent on funding availability and performance. |

Program summary

ChildFund Pass It Back is an innovative sport for development program led by ChildFund in partnership with World Rugby and Asia Rugby that delivers an integrated life skills and rugby curriculum for children and young people in communities across Asia. The program's objectives are to equip children and young people in the region to overcome challenges, inspire positive social change and 'pass it back' to their communities. The program is part of the Rugby World Cup Impact Beyond 2019 program which aims to increase awareness and sustainable growth of rugby in Asia. An overview of the program can be found on the website: www.childfundpassitback.org

Position Summary

The Project Officer (PO) will oversee all aspects of project implementation, monitoring and evaluation and reporting, working closely with the ChildFund Australia Regional ChildFund Pass It Back team. This will include leading and managing a team of youth coaches to ensure they are appropriately skilled and motivated to coach rugby and lead life skills sessions. The PO will also ensure all relevant actors at municipality, city and barangay levels are appropriately involved/ consulted as needed.

Key Areas of Responsibility

1. Project Management

- Take responsibility for supporting youth coaches to effectively utilize the curriculum to agreed standards;
- Identify barriers to participation and work with the coaches to resolve these issues;
- Provide operational and budget oversight for ChildFund Pass It Back curriculum implementation, including quality standards compliance;
- Manage budgets for activities within required timelines as set by PRFU's Standard Operating Procedures.

2. Technical Support

- Develop a detailed understanding of the ChildFund Pass It Back curriculum and measuring change tools;
- Provide training support to youth coaches to improve use of the curriculum and measuring change tools;
- Lead and manage the selection, training, accreditation, and support of youth coaches to deliver the ChildFund Pass It Back curriculum with a focus on gender and leadership;
- Support the youth coaches with monthly follow-ups to ensure quality of delivery of the curriculum, as well as ensure opportunities for coaches to exchange learnings, build a peer support network, and further develop transferable skills for their future; - In co-operation with key stakeholders

coordinate the project planning, implementation and monitoring of project activities in the sector based on the project agreements and proposal;

- Monitor project activities to ensure the timeline, efficiency and quality of the project, generating interest and support communities to engage with the Project;
- Work with Coaches to advocate for ChildFund Pass It Back and to support players to participate in activities and competitions;
- Ensure a minimum of 50 per cent of girls and young women participate at all levels of the project;
- Monitor the tasks required of Coaches related to curriculum delivery and reporting using agreed monitoring and evaluation tools (e.g. Player/Team registration, consent forms, attendance sheets, Coach Logbooks);
- Provide timely advice to the Development Manager and CFPIB Regional Office on actual or expected changes in project environment that impact on the relevance of plans, timeframes or expected achievements, including recommendations for amendments to project design (activities, timeframe, budget);
- Prepare reports to the Development Manager as required following specified formats and agreed schedules;
- Ensure that Hiligaynon language resources are fit for purpose;
- Ensure Child Safeguarding protocols are followed.

3. Relationship Building, Representation and Coordination

- Establish and maintain strong relationships with key leaders and individuals from communities, relevant partners, including local government. Ensure clear communication of information is provided to all stakeholders;
- Maintain a collaborative relationship with the ChildFund Pass It Back Regional team to ensure effective project implementation (including management of funds);
- Represent PRFU at networking events and relevant technical working groups.

4. Coach Support

- Facilitate the selection of youth coaches from communities.
- Organise travel preparations for the youth coaches and support staff to attend PIB Coaches' Training;
- Provide regular leadership, coaching and administration support to PIB Coaches in group and individual settings.

5. Financial Management & Reporting

- Oversee project finances in Negros Occidental within delegated levels;
- Review budget plan and request for money transfers;
- Supervise and ensure that project budget is used effectively for project activities;
- Foster the expenditure progress against the schedule.

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core Competencies:

- Commitment to PRFU vision, mission and values; passionate about development and reflects the values of the organisation in daily activities and behaviours;
- Fluency in Hiligaynon and English
- Teamwork: The ability to work cooperatively and flexibly with other members of the team from a range of backgrounds in an appropriate and effective manner;
- Communication: The ability to communicate clearly and persuasively verbally and in writing;
- Accountability and integrity: Our obligation as individuals to account for our activities, to accept responsibility for them, and to disclose the results in a transparent manner; and
- Adaptability and flexibility: The ability to meet changing conditions and respond to new organisational requirements, with flexibility and resilience.

- Resourceful: The ability to problem solve and find solutions to challenges that arise throughout the project.

Functional/Technical Competencies:

- Experience of working in the Negros Occidental region from a geographical and cultural perspective
- Ability to develop qualified reports, review and monitor spread sheets and budgets, develop budgets based on activities, planning and projections on time and to a high standard;
- Ability to undertake detailed activities with high level of accuracy;
- Good time management skills to perform multi-tasks at a same time and met deadlines.
- Good analytical skills, good conflict resolution and negotiation skills;
- Good cross-culture skills and ability to work with multi-national/international stakeholders
- Working Conditions and Other Essential Requirements:
- This is a Negros Occidental based, full-time position with extensive travel to rural communities, Manila and possibly some international travel;
- Standard office hours run from 8am - 5pm, however, work outside these hours will be required;
- An NBI and Barangay Clearance Check are required to be undertaken for this position.