



KICK4LIFE TRUST
JOB ADVERT

Posted
28th July 2021

Position	Education & Operations Manager (SFA)
Department	Trust Scholar Football Academy
Line Manager	Academy Scholars Director

Objective

To oversee the structured and productive education and scholarship programming in the Kick4Life Scholar-Football Academy in Lesotho and internationally. Additionally, to support the Academy Scholars Director in maintaining the effective and efficient operations and administration of the Academy Programme. Key responsibilities involve: academic programming oversight; international scholar coordination; partnerships & fundraising support; operations & administration support; and special duties related to ad hoc Football Club and social enterprise support.

Key Performance Areas

1. Area 1: Academic Programming Oversight

- 1.1. Oversee the academic development and performance of all Scholars in the Academy programming
- 1.2. Develop individual, annual academic plans aligned with graduation pathways
- 1.3. Develop and line manage network of qualified external volunteer tutors
- 1.4. Manage the programmatic schedule and ensure consistent and quality delivery of tutoring activities
- 1.5. Develop and implement test and examination study packages
- 1.6. Monitor general academic progress of the Scholars in line with wider Academy monitoring and evaluation processes
- 1.7. Ensure staff and Scholars maintain all Academy and K4L spaces and ensure a safe and productive learning environment is maintained

2. Area 2: International Scholar Coordination

- 2.1 Aid Scholars and select Kick4Life FC players in secondary and/or tertiary education admission, scholarship and visa application processes
- 2.2 Oversee International Scholars' academic performances, including monitoring grades and grade point averages aligned with scholarship requirements
- 2.3 Manage class selection to ensure alignment with graduation, concentration and scholarship requirements
- 2.4 Liaise with School partners and Kick4Life board members on Scholar developments, as needed
- 2.5 Develop and implement SAT, ACT, TOEFL and other international standard testing study programmes

3. Area 3: Partnerships & Fundraising Support

- 3.1 Act as first point of contact between the partner school and the Academy to coordinate development efforts
- 3.2 Support the Academy Scholars Director (ASD) in securing and maintaining sponsorships and partnerships that ensure the growth and optimal delivery of Academy programming
- 3.3 Assist in securing scholarships and grants for Scholars
- 3.4 Work with other Academy and Kick4Life Management staff to share best practices and develop external linkages as appropriate that grow the programme
- 3.5 Support the ASD in external and internal reporting requirements

4. Area 4: Operations & Administration Support

- 4.1 Support the ASD in carrying out basic tasks related to SFA operations, administration and procurement
- 4.2 Support the ASD in representing the Academy in external functions and networks as needed
- 4.3 Ensure Kick4Life's Health & Safety and Child Protection policies and procedures are adhered to at all times

5. Area 5: Special Duties

- 5.1 Coordinate tutoring and educational support to players in the Football Club system, where resources



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permit

5.2 Support the broader organization in tour support and cultural presentation delivery, as needed

Qualifications and Experience:

- Minimum Bachelor's Degree in education, social sciences, the humanities or related field
- Minimum 3 years of tutoring / teaching experience
- Strong understanding of the LGCSE educational system
- Strong understanding of international University admissions and scholarship applications processes
- Demonstrate knowledge of education theory and practices, especially current trends in interactive learning technologies, program-based learning, visual thinking strategies equity & inclusion etc.

Desirable:

- Experienced in working with student-athletes on their personal development
- Experience working with children with special learning needs (i.e. with hearing impairments)

Work Based Skills and Competencies:

Essential:

- Fluent in English and Sesotho, both written and spoken
- Extremely organised, reliable punctual, accurate and detail-oriented.
- Demonstrates capacity to act as a strong role model for youth
- High Level computer literate with strong Microsoft Office Suite and calendaring
- Demonstrates a growth mind set, is flexible, well-organised, independent and service-minded
- Strong interpersonal and communication skills
- Willing to learn and adapt
- Ability to work weekends and abnormal hours when needed.
- Honesty, integrity, good judgement. Respect and discretion in communication with stakeholders at all levels.

How to Apply:

If you meet the requirements and are motivated to work helping others in a multicultural environment, please send a CV and Cover Letter explaining your motivation and fit for the role to hr@kick4life.org

Please note that only applications received via email will be considered.

Closing Date of applications is 11th August 2021 by 12:00 pm

If you have not heard from us within two (2) weeks of the closing date, please consider your application to be unsuccessful. Remember, we will only contact applicants who have been shortlisted for interview and will not be able to provide feedback to those who have not been shortlisted, due to the sheer volume of applications.