



## We are hiring a High-School Counselling and Training Coordinator!

[www.hatuanetwork.org](http://www.hatuanetwork.org)

### About Hatua Network:

In Kenya, and across the continent, today's youth bulge is a unique opportunity for economic growth and development. Hatua Network is a community organization working to simultaneously address the needs of youth and employers, thereby strengthening the supply and demand sides of Mombasa's employment market.

We do so by providing top performing students from low income families with scholarships, mentoring, career guidance and access to career opportunities. These programs enable youth to develop the character, values, skills and networks they need to successfully contribute to and benefit from Kenya's growing economy.

Our transformative, interlocking programs support youth over a period of 10 years, through high-school mentoring, leadership development for secondary grads, one-on-one professional career coaching for university students, and career linkages for our tertiary graduates. Throughout we work closely with the private sector to source for mentors and career opportunities for our youth, while ensuring our programs prepare youth with the skills and character traits employers seek.

To date we are serving 500 young people, including 430 of whom we are currently sponsoring and mentoring through secondary and tertiary education, and 70 who have completed college or university. Of those who graduated more than 6 months ago 100% are working, earning an average income that is 3X the combined average income of their parents. This is a total transformation from poverty to professional careers.



### About the role

Hatua gives access to education, but scholarships alone won't lead to our students being uniquely prepared for the workforce. As High-School Counselling and Training Coordinator you are tasked with enabling our students to be successful in their future lives. You are the first support for students, both academically and emotionally and you will run programs and engagements that will build their character and values which help them discover and develop their lifelong potential.

Your success means that our students demonstrate good values, develop into responsible, confident young people, are academically successful, and maintain a high transition rate to university.





## Your responsibilities will include:

### Overall Program Design and Learning Partnerships

- Analyse our students' learning needs and research trends in youth leadership development.
- Manage existing partnerships with learning partners, coordinating around upcoming activities.
- Look for partners that can enhance our programs based on their expertise and curricula.

### Coordination of the holiday mentoring program:

- Curriculum and session design: Plan the learning objectives and how to achieve them. Develop session guides for the trainers. Include creative and interactive ways of strengthening values, building skills and unleashing leadership potential in the students.
- Identify and bring on board relevant speakers and partners.
- Coordinate with the team and external trainers on their workshop dates, brief them to ensure they deliver quality sessions.
- Facilitate sessions and workshops with secondary students.
- Coordinate sessions, logistics, materials and venues for the different sessions. Track student attendance.
- Run Hatua's annual career fair: Work with the team to invite engaging and relevant professionals to share career guidance with Hatua's secondary students.

### Counselling and guidance of our students:

- Instil our organizational values and mould leadership behaviours in students through one on one and group interactions.
- Give emotional support through counselling to students who are affected by personal or family challenges.
- Set and review academic goals with each student. Have counselling sessions where goals are not met.
- Closely work with the scholarship coordinator to address academic and behavioural issues that might arise.
- Keep all stakeholders informed of arising issues and recommend course of action to the team.
- Point students to other support options in cases where we can't support in-house. Ensure confidentiality when handling personal issues.

### Coordinating our 8-month gap year program:

- Continually improve the program to ensure it is a dynamic leadership development program.
- Ensure all gap year students are effective peer mentors by organizing and running training of trainers seminars.
- Develop the curriculum which the gap year students will use to teach in secondary schools, constantly improving the life skills program to stay relevant.
- Build and maintain relationships with schools. Liaise with schools to schedule training visits
- Ensure that the gap year students reach their targets for students reached through peer mentoring, ensure learning outcomes for the students engaged, and ensure Hatua's gap year students are developing their own leadership skills by using pre and post assessments.
- Coordinate entrepreneurship, financial literacy, civic education, sexual reproductive health, computer skills and other programs for Hatua's gap year students.



Helping students plan for tertiary education:

- Conduct one-on-one meetings with gap year students during the university admission period and help them know which courses to select during the KUCCPS process.
- Support students in the financial planning as they prepare for university.
- Coordinate Hatua's university orientation week to ensure youth are prepared to transition successfully into campus life.
- Hand over all students to the person in charge of university student mentorship.

Supporting in family strengthening:

- Run Hatua's annual parents forum discussing issues affecting their students.
- One on one work with parents where relevant.

### Who we are looking for

- You are highly passionate about the youth and have strong commitment to helping them build their character and values, identify their talents, and realize their dreams. You are particularly invested in helping youth grow and overcome challenges.
- You have at least 5 years of work experience.
- You have strong experience in designing and running trainings and workshops, ideally using a participatory approach that incorporates activities to teach and demonstrate results. Experience in soft skills training focused on shaping values and behaviours is preferred.
- Experience in curriculum design and measuring learning outcomes is an added advantage.
- You are organized and plan ahead, with strong project management skills. You have experience coordinating with many stakeholders to make things happen.. Event management experience is preferred.
- You are able to build strong rapport and trusted relationships with students at high school age. You have a natural way of showing love and care. You know how to balance between being warm and approachable while setting clear expectations.
- You will play a parental role to over two hundred students, so mature character and experience in handling adolescent youth is necessary. Experience working with low-income youth is preferred.
- You are empathetic and a great listener.
- You have the ability to influence people's actions.
- You are a role model in your community – you will stand for our values to parents and students: Respect, Integrity, Service to Others, Resourcefulness and Teamwork.
- You are comfortable working in a dynamic environment, managing many moving pieces simultaneously.
- You understand the importance of tracking results and are comfortable working with data.
- You hold relevant diplomas or degrees, for example psychology, social work, counselling, project management or teaching.

You have the cultural fit to work with us at Hatua Network, if

- You are 100% values driven and you want to instil strong values in the next generation
- You are able to work independently and bring results in an unstructured environment
- You enjoy diversity and you are generally optimistic about the future
- You enjoy working with and in the community
- You are a great team player, people talk about you being helpful and collaborative

## Why work with us?

- We get a lot of fulfilment by working with underprivileged youth and seeing them transform their lives over the 10 years they engage closely with us. If you enjoy building deep emotional connections and seeing the impact of your work, this job is for you!
- Our team has a deep sense of ownership over the organization. Everyone has the chance to lead and contribute to the organization's growth
- Build interesting networks
- We believe in personal growth and you will have a lot of opportunity for career development as the organization grows
- We have a sense of family in the team and there is some level of flexibility around working hours.



## Other information

The successful candidate will start in August 2019. You will be based in Mombasa, and work in our Likoni office. You should be ready to commit to this role for at least three years. We'll arrange a 3-month probation period with learning and delivery objectives.

## Want to apply?

- ✓ Read this candidate guide with tips on our selection process: <http://bit.ly/CandidatesGuide>
- ✓ Fill in the application form under <http://bit.ly/HatuaSecondary>  
You will be asked to upload your CV as part of the application form. Make sure it is in PDF format, no longer than 3 pages and relevant to this role.  
You will also be asked to submit a video link. Instructions: Record a video of yourself answering the following question: Tell us about a time when you supported a teenager who went through a difficult time. What was the situation? What approach did you use to support them? In the course of the engagement, how did you adjust your approach and why? What was the result? (Max. length 2 minutes, upload on any video sharing platform such as YouTube as 'public' or 'unlisted' and share the link in the application form below)
- ✓ The selection process will include interviews, a personality test, a written case study exercise and a visit to Likoni.

## Not for you?

Please forward the role to your networks who may find it interesting

Selection process in collaboration with [www.edgeperformance.co.ke](http://www.edgeperformance.co.ke)