

TERMS OF REFERENCE EDUCATION DESIGN UNIT COORDINATOR

Established in December 2005, Alwan wa Awtar (A&A) is a non-profit organization registered with the Ministry of Social Affairs (reg. no 6320) with the aim of promoting visual and performing arts and non-formal education to enhance the creativity and critical thinking of underprivileged children and youth. Using arts as a vehicle for social development, we envision a more knowledgeable, creative and cultured youth who are able to compete in today's world so that they will be able to break the cycle of poverty in which they were brought up in. Situated in the heart of the communities we serve, our staff and volunteers are deeply committed to working for positive and innovative social change.

Position Title: Education Design Unit Coordinator
Type: Full time
Start Date: September 2016
Location: Mokatam

The Education Design Unit (EDU) is a central unit in A&A that offers support to the different programs and projects. It has two main purposes: (1) To ensure the quality of the educational services offered by A&A to its beneficiaries and clients, by providing the different programs with quality materials and (2) to enact in the organization the value of knowledge sharing and continuous learning.

As the leader of the Education Design Unit (EDU), the EDU coordinator will oversee the completion of the unit's different responsibilities and projects in collaboration with other unit members. For this purpose, he/she will mobilize the needed expertise (inside and outside the organization), will organize and coordinate the efforts of different working groups, in addition to his/her actual involvement with design work.

Detailed Responsibilities:

(1) Programme Design

- Leading the process of evaluating, rethinking and improving ongoing programmes, work structures and models.
- Leading the process of developing the "Live and Learn model" in collaboration with the "Live and Learn" program manager, based on research and A&A's practical experience.
- Overseeing the development of the "Educator's school" programme for training new animators in the field of non-formal education.
- Initiates the process of rethinking the "Arts, Culture and Education" programme and crystallizing its vision and methodology.
- Leading the process of articulating the "Development through the Arts" methodology adopted by A&A and integrating it in the various programmes.

(2) Curriculum Design

- Setting the general framework of all activities to be used by A&A, such as the A&A Trans-disciplinary Educational Objectives, or the methodology guidelines. This also involves the introduction and development of useful tools that can be used in the different programmes (for example: assessment tools such as rubrics or portfolios).

- Ensuring different programmes and curricula complement each others to cover a wide range of objectives, identify areas of cross-curricular cooperation, identify gaps etc.
- Overseeing and occasionally participating in the development of specific curricula and related activities, in the four main A&A's programs (Live and Learn, Art & Culture, Youth Program and consultancy program).
- Reviewing shorter "activity plans" submitted by animators in any programme to offer support or improvement suggestions.
- Overseeing the finalization of the tested parts of the L&L curricula in Arabic, Math, and Literacy.
- Research and collectively design tools to assess the effectiveness of the different curricula, and the progress of their participants.
- Follow up on curricula testing, evaluate findings and integrate needed modifications.

(3) Capacity Building and Educational Support to A&A's staff

- Organize and ensure the availability of capacity building and technical support in the field of education to A&A's staff and animators.

(4) Documentation and knowledge sharing

- Sustaining the "Knowledge Sharing" culture and processes in the organization, which entails sustaining the practice of the "monthly knowledge sharing session", and proposing new processes as the need arise.
- Feeding the WIKI project, the documentation of the A&A's educational activities on a wiki platform.
- Design documentation templates as needed
- Review, edit and file the documentation done by animators to make sure it can be reused.
- Design convenient information management systems for the knowledge to be shared
- Launch specific documentation projects to document specific areas of knowledge: for example: documentation of the coaching experience.
- Help with the documentation of the curriculum design processes and their outcome, for future reference and knowledge sharing.

Qualifications:

- Passionate about non-formal education.
- At least 5 years of working experience in the field of education, with experience in curriculum design.
- Experience with arts and/or youth work considered an asset.
- Good Research skills
- Excellent organization and time management skills
- Excellent leadership skills
- Excellent communication and teamwork skills.
- Excellent spoken and written Arabic and English, including the ability to edit text.

To apply: Please send a cover letter and a resume highlighting suitability to the position to info@alwan-awtar.org with the subject title: "Education Design Unit Coordinator". **Open until filled.**