

Job Description: Learning Coordinator

Background

Raising Voices is a non-profit organization based in Kampala, Uganda working to prevent violence against women and children (www.raisingvoices.org), through three main program areas: practice, learning and influencing. We are seeking a passionate individual with experience and vision to lead our learning area of work that contributes to preventing violence against women and children at Raising Voices and globally.

Purpose: The Learning Coordinator will lead and coordinate all monitoring, evaluation, and internal learning efforts as well as our research partnerships. This is a full-time senior management position based in Kampala, Uganda.

Role Description

- Lead the implementation of Raising Voices' current learning strategy as well as proactively guide the evolution of new program areas as opportunities arise.
- Lead, support and supervise the learning team including: coordinating day-to-day activities; reviewing data collection tools, data management systems, analyses, and other learning outputs; facilitating team retreats; and providing ongoing mentorship/professional development.
- Oversee and support the operationalization of Raising Voices organizational learning & evaluation (L&E) framework, including helping to define and track appropriate benchmarks, analyzing qualitative and quantitative data, creating accessible data summaries, documenting findings, and facilitating team-level reflections to ensure L&E findings are feeding directly into programmatic decision making.
- Develop creative strategies and training content to deepen L&E skills and promote a broader learning culture for Raising Voices staff and our partners. This includes bridging research and practice.
- Deepen and diversify partnerships with academics and other research institutes. Leverage these relationships to generate rigorous evidence of the impact of our work and address knowledge gaps existing in the prevention field.
- Design, coordinate and provide technical oversight for a series of internal 'Program Learning Assessments,' which aim to generate rich, systematic learning about key questions emerging from our practice.
- Promote the credibility and value of practice based learning by proactively identifying new audiences for our work, maintaining constructive relationships with various stakeholders, honoring requests for interviews and information, and credibly representing Raising Voices in national, regional and international events.
- Lead the development of creative briefs, papers, and other publications with clearly defined implications for practice. Review academic papers developed by our partners, ensuring alignment to Raising Voices political analyses and values.

- Take initiative in management meetings, actively participate in all organizational processes, and contribute to long-term strategic planning.
- Liaise with donors and donor representatives and undertake fundraising activities to identify/respond to opportunities for research and evaluation projects.
- Foster and sustain a positive, innovative, rigorous work environment with the learning team and all teams at Raising Voices.

Reporting

- The Learning Team currently consisting of five members reports to the Learning Coordinator.
- The Learning Coordinator will report to the Director.

Qualifications/Experience:

- At least 7 years relevant work experience with at least 3 years in program management. Post graduate degree desirable but relevant experience more important.
- Technical expertise in violence prevention, research ethics, M&E frameworks, quantitative and qualitative methodologies, and the ability to analyze and synthesize data is essential.
- Excellent written, facilitation and oral communications skills effective for different audiences, including academics/researchers, activists, and practitioners.
- Experience publishing academic papers and/or thought pieces, blogs, reports etc.

Competencies and Qualities

- Proven commitment to violence prevention and community mobilization. Knowledge of Raising Voices methodologies a plus.
- Strong leadership and relationship building skills, with demonstrated ability to make effective decisions and bring consensus and/or alignment across a diverse group
- Ability to critically reflect on quality and impact of work, and integrate lessons into programming/strategy refinements
- Transparent and honest communication, including a willingness to constructively challenge colleagues in a respectful, open manner
- Capacity and willingness to think outside the box and independently take leadership of new ideas
- Willingness/ability to travel in the region and internationally

Please review qualifications and competencies carefully. Unqualified candidates will not be shortlisted.

Remuneration

Competitive and commensurate with skills and experience.

Application Process

Send **complete** application to: jobs@raisingvoices.org with 'Learning Coordinator' in the subject line, and include:

- Completed Eligibility Form ([Click here to download](#)).
- An updated CV with indication of your preferred way of being contacted.

- A thoughtful cover letter that includes why you are interested in this position at this point in your career, and why you feel you are a good match for Raising Voices.
- A one-page writing sample that articulates your understanding of how practice-based learning can strengthen activist organizations and contribute to advancing the field of violence prevention.

Deadline: April 20th 2018.

Please note: Incomplete applications will NOT be considered. Only shortlisted candidates will be contacted within 3 weeks of their application submission.