

Job Description-Learning Coordinator

Job Title:	Learning Coordinator
Department:	Learning
Supervised by and reports to:	Co-Director
Duty station:	Raising Voices Kampala Office
Supervisees:	Learning Technical Advisors/Interns

1. Overview

Role Overview	In collaborations with Co-Directors, the Learning Coordinator provides conceptual, strategic and inspiring leadership for the implementation of the organization-wide Learning Strategy that strives to generate evidence and practice-based learning and support the integration of these insights to inform key program and policy related decisions for effective VAW/VAC prevention. The Learning Coordinator will provide dynamic and feminist informed leadership to the learning team including management, coordination, budget supervision and cultivating productive relationships with various partners.
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2. Duties and responsibilities

Strategic Leadership	<ul style="list-style-type: none"> • In collaboration with the Co-Directors, determine and maintain strategic focus for all learning at Raising Voices, in line with the organizational strategy. • Lead or co-lead periodic strategic reviews and reflections at departmental or cross-departmental level; to further strengthen the organizational learning strategy and enhance synergy across VAW Learning, VAC Learning and organizational learning areas. • Keep up to date with emerging developments, evidence, and discourse within the VAW/VAC Prevention field. • Identify and support decision-making around new strategic directions, initiatives, and research collaborations for rigorous VAW/VAC Prevention learning. • Promote the credibility and value of practice-based learning by proactively identifying new audiences for our work. • Embody Raising Voices values and be custodian of the organizational culture.
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Technical Expertise	<ul style="list-style-type: none"> • Collaboratively design, coordinate and provide technical oversight for internal ‘Program Learning Initiatives’ and research efforts that systematically explore key questions emerging from practice. • Oversee the development and operationalization of Raising Voices’ organizational Learning & Assessment (L&A) frameworks, including Reflect and Act processes. • Provide guidance and technical support to staff and partners in collecting high-quality data for program indicators and learning initiatives, ensuring alignment with L&A frameworks. • Guide the analysis and interpretation of data from monitoring, assessment, and learning initiatives, present findings in accessible formats and support the integration of insights. • Lead the synthesis and documentation of practice-based learning and research findings into creative briefs, popular reports, papers, and other publications with clear implications for practice. • Lead the preparation of annual and quarterly work plans, budgets, and reports, and support proposal writing related to learning. • Provide leadership and guidance to Raising Voices’ staff and partners in engaging with the full cycle of learning, promoting a culture of learning and ensuring alignment of learning activities with organizational feminist learning principles. • Review academic papers developed by research partners, integrating Raising Voices perspectives and values. Ensure research findings are shared internally and externally in accessible language, prioritizing knowledge integration and action. • Oversee the engagement of consultants by developing, reviewing, and approving the scope of work and deliverables.
Finance and Operational Management	<ul style="list-style-type: none"> • Lead the preparation of the work plan and budget for the Learning department and participate in the organizational budget making processes. • Guided by the authorization matrix, review and approve concept notes and payments, confirming alignment to work plan, approved budgets, and overall Raising Voices strategy. • Manage budget and monitor donor spending and allocations for the department, ensuring alignment with reporting and end dates, while promoting efficient resource utilization and value for money in all expenditures. • Adhere to all organizational policies, systems, and procedures. • Participate in or co-create staff meetings, staff development sessions, staff retreats, reviews, strategies, and processes. • Review and/or submit accountability reports in a timely manner.
External Relations	<ul style="list-style-type: none"> • Build and maintain mutually productive relationships with partners and other like-minded organizations. • In collaboration with the Co- Directors, deepen and diversify partnerships with activist/women rights organizations, academic / research institutes, thought leaders, and others. Leverage these relationships to generate rigorous evidence

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	<p>of the impact of our work and address knowledge gaps existing in the prevention field.</p> <ul style="list-style-type: none"> • In collaboration with the Co-Directors, cultivate effective donor relations. • Represent Raising Voices in national, regional, and global forums and events and, delegate team members where appropriate, with appropriate guidance and mentorship. Initiate and coordinate abstract submissions where relevant. • Hold regular reflections with learning partners to enable strategic evolution of partnership. • Work in a feminist, collaborative and accountable way with all members of Raising Voices.
Personal Growth, Team Supervision and Mentorship	<ul style="list-style-type: none"> • Provide support and supervision of the Learning team, ensuring capacity is strengthened through mentorship. • Set annual performance goals with your supervisor (Co-Director) with intentional growth in your area of work. • Take responsibility for personal and professional development and learning in agreed areas. • Take lead on the performance management of the Learning team including support in goals setting and conducting appraisals and review. • Continue to deepen a learning culture within Raising Voices and identify new areas of learning from the implementation of activities.
Other	<ul style="list-style-type: none"> • Any other related duties assigned.

3. Competencies

Essential Knowledge	<ul style="list-style-type: none"> • In depth knowledge and feminist analysis of violence against women and children. • Understanding of effective VAW/VAC Prevention approaches and the current state of the field. Knowledge of <i>SASA! Together</i> and/or Good School Toolkit is an added advantage. • Knowledge of various research and learning methods and research ethics • Good understanding of monitoring and evaluation systems • Good understanding of team coordination and financial management including oversight of large budgets.
Essential Qualities and Skills	<ul style="list-style-type: none"> • Strategic thinking and planning to grow learning in line with programs. • Skilled in analyzing quantitative and qualitative data and translating findings into clear, accessible language. • Proficient in planning, implementing and managing research related to violence prevention. • Exceptional written and verbal communication skills effective for different audiences, including academics/researchers, activists, and practitioners. • Commitment to, and experience in leading with feminist values to shape and sustain a diverse and inclusive organizational learning culture. • Ability to provide technical assistance, team-building, coaching and mentoring, adapting to needs and levels. • Ability to develop dynamic and influential relationships with teams and partners. • Capacity in production and dissemination of publications.

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	<ul style="list-style-type: none"> • Exhibit high levels of professionalism, attention to detail, critical thinking, and ability to make timely decisions. • Keen appreciation of quality and standards with ability to take responsibility for delivering results.
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4. Others

Education	<ul style="list-style-type: none"> • Minimum - MA Degree in development, social work, gender, human rights fields, or any other related area. • PhD is an added advantage.
Essential Experience	<ul style="list-style-type: none"> • Over 8 years' experience working with an NGO and substantive experience in violence prevention research or monitoring/evaluation and learning (MEL) roles; at least 5 of which should be in program leadership. • Strong track record of technical leadership, and proven ability to produce demonstrable results. • Proven track record of writing popular resources sharing research/practice-based learning (ideally lead authorship). Having co-authored academic articles is an added advantage. • Demonstrated ability to analyze and interpret qualitative and quantitative data, as well as draw out action-oriented implications for program and policy directions. • Experience conducting or being part of VAW/VAC research projects.

Application process: Please review and submit application requirements, including a reflective cover letter that includes why you are interested in, and what you will bring to this role, via the application [link](#) by 5pm EAT, on 15th January, 2025.

Only complete, on-time applications from candidates that meet qualifications will be considered. Only shortlisted candidates will be contacted, not later than 30th January 2025.