

## Job Description-Learning Coordinator

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

### 1. Overview

<b>Role Overview</b>	<p>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.</p> <p>This is a leadership role that requires daily presence in the office (Kampala, Uganda).</p>
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### 2. Duties and responsibilities

<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• In collaboration with the Co-Directors, determine and maintain strategic focus for all learning at Raising Voices, in line with the organizational strategy.</li> <li>• 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.</li> <li>• Keep up to date with emerging developments, evidence, and discourse within the VAW/VAC Prevention field.</li> <li>• Identify and support decision-making around new strategic directions, initiatives, and research collaborations for rigorous VAW/VAC Prevention learning.</li> <li>• Promote the credibility and value of practice-based learning by proactively identifying new audiences for our work.</li> <li>• Embody Raising Voices values and be custodian of the organizational culture.</li> </ul>
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<b>Technical Expertise</b>	<ul style="list-style-type: none"> <li>• Collaboratively design, coordinate and provide technical oversight for internal ‘Program Learning Initiatives’ and research efforts that systematically explore key questions emerging from practice.</li> <li>• Oversee the development and operationalization of Raising Voices’ organizational Learning &amp; Assessment (L&amp;A) frameworks, including Reflect and Act processes.</li> <li>• Provide guidance and technical support to staff and partners in collecting high-quality data for program indicators and learning initiatives, ensuring alignment with L&amp;A frameworks.</li> <li>• Guide the analysis and interpretation of data from monitoring, assessment, and learning initiatives (including qualitative and quantitative analysis), present findings in accessible formats and support the integration of insights.</li> <li>• 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.</li> <li>• Lead the preparation of annual and quarterly work plans, budgets, and reports, and support proposal writing related to learning.</li> <li>• 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.</li> <li>• 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.</li> <li>• Oversee the engagement of consultants by developing, reviewing, and approving the scope of work and deliverables.</li> </ul>
<b>Finance and Operational Management</b>	<ul style="list-style-type: none"> <li>• Lead the preparation of the work plan and budget for the Learning department and participate in the organizational budget making processes.</li> <li>• Guided by the authorization matrix, review and approve concept notes and payments, confirming alignment to work plan, approved budgets, and overall Raising Voices strategy.</li> <li>• 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.</li> <li>• Adhere to all organizational policies, systems, and procedures.</li> <li>• Participate in or co-create staff meetings, staff development sessions, staff retreats, reviews, strategies, and processes.</li> <li>• Review and/or submit accountability reports in a timely manner.</li> </ul>
<b>External Relations</b>	<ul style="list-style-type: none"> <li>• Build and maintain mutually productive relationships with partners and other like-minded organizations.</li> <li>• 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</li> </ul>

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

### 3. Competencies

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

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

<b>Education</b>	<ul style="list-style-type: none"> <li>• Minimum - MA Degree in development, social work, gender, human rights fields, or any other related area.</li> <li>• PhD is an added advantage.</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Strong track record of technical leadership, and proven ability to produce demonstrable results.</li> <li>• Proven track record of writing popular resources sharing research/practice-based learning (ideally lead authorship). Having co-authored academic articles is an added advantage.</li> <li>• Demonstrated ability to analyze and interpret qualitative and quantitative data, as well as draw out action-oriented implications for program and policy directions.</li> <li>• Experience conducting or being part of VAW/VAC research projects.</li> </ul>

#### Application process.

- A reflective cover letter that includes why you are interested in this role , and what you will bring to this role.
- Curriculum Vitae (CV)
- Academic documents via the application [link](#) by 5pm EAT, on Friday 9<sup>th</sup> May 2025.