

Job Description

Mentor Development Coordinator

About SeeBeyondBorders	SeeBeyondBorders' primary focus is to improve education standards in Cambodia by providing children with access to quality teaching and learning at school. SBB is a registered charity in Australia and the UK and operates as a registered international non-government organisation in Cambodia. Operating in two provinces in north-west Cambodia, SeeBeyondBorders conducts programs to teach teachers, improve school facilities and support and encourage children to get to school. In the work we do with schools, and in the way we run the organization, our aim is to build capability within Cambodia, so that ultimately, SeeBeyondBorders is no longer needed.
Accountable to	Project Manager
Direct reports	None
Type of Employment	Permanent Full-time or Part-time
Place of Employment	Siem Reap or Battambang
Responsibility for Values	Active commitment to the SBB Development Philosophy and values; Changemaker Competency Integrity Courage Respect
Description of the Role	<ul style="list-style-type: none">• Responsible for supporting, implementing and monitoring SeeBeyondBorders' Quality Teaching program, including the teacher mentoring program• Working with external stakeholders (primary school teachers, principals, education authorities and communities) to develop teacher skills and improve learning outcomes for children• Work as part of a team to achieve program and organisation objectives, and collect information and data to demonstrate outcomes
Responsibilities	<u>Quality Teaching</u> <ul style="list-style-type: none">• Coordination and monitoring of in-school mentoring program, including developing teacher skills and collecting data• Participation in the delivery of smooth, efficient and high-quality teaching workshops• Provision of support to the Program Manager in reviewing the program and resources

Getting to Schools

- Delivery of education-related support programs with community groups, parent and individuals
- Liaising with parents and community groups
- Building relationships with and between schools and communities
- Developing an understanding of community issues

Better Schools

- Building ownership and sustainability of school infrastructure through school planning, engagement, contribution and participation
- Coordinating infrastructure projects
- Developing and maintaining effective liaison and relationship building with relevant departments of MoEYS/DoE and other stakeholders
- Providing progress reports to stakeholder ensuring effective liaison and relationship building

ESSENTIAL qualifications and experience

- **Formal qualifications in teaching (primary or secondary) at PTTC or equivalent**
- **Teaching experience at Cambodian public schools or private schools**

DESIRABLE qualifications and experience

- Knowledge or experience in the education sector
- Ability to speak and write English and Khmer
- Previous experience working with NGOs
- Previous experience working with vulnerable communities
- Some experience or understanding on construction work, health, sport and scholarship programs
- Sound communication and interpersonal skills, both written and verbal
- General IT skills
- Good negotiation and motivational skills
- Ability to work closely with a team

Personal Characteristics

- High level of initiative, a self-starter, capable of working unsupervised
- Results-oriented manager keen to develop the skills of others to help achieve those results
- Team player, willing to work hard and set an example to colleagues at all levels of the organisation
- Respected and respectful with a high level of honesty and integrity
- Innovative and creative attitude to change and improvements with a willingness to share ideas and identify opportunities for improvement
- People-centric and capable of building and maintaining trusted relationships
- Able to communicate and collaborate with colleagues and partners
- Strength and courage to challenge staff and management in respect of matters of compliance

Hours

Options for 3 or 4 days per week with the possibility to extend to full time in future, or for a full-time position



Applications

Applications addressing the specific requirements in this Job Description should be submitted by email to hr.cambodia@seebeyondborders.org

More information and enquiries

Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SeeBeyondBorders is available at

Web : www.seebeyondborders.org
Facebook : www.facebook.com/SeeBeyondBorders
Blog : seebeyondborders.wordpress.com
Twitter : www.twitter.com/seebeyondborder

The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Vulnerable Persons (including children) Protection Policy and our Code of Conduct.