



Job Title: Livelihood Coordinator

Role Overview: The Livelihood Coordinator plays a crucial role in the recruitment, program development, and administration of various initiatives under the Riley Orton Foundation's (ROF) livelihood programs. The position involves overseeing tailoring skills training, entrepreneurship development, and mentorship activities to empower students and promote sustainable income-generating activities.

Key Responsibilities:

Recruitment:

- Prepare an overview document of the program.
- Distribute information/flyers to attract potential students.
- Coordinate recruitment of students/trainees to the ROF programs.
- Monitor and administer the program mailbox.
- Arrange for student attachments and placements, conducting assessment visits when scheduled.
- Identify training providers.

Program Development:

- Develop end-to-end instruction materials, schemes of work, and lesson plans.
- Manage the scheduling of training classes and workshops.
- Recruit trainers and volunteers for tailoring and entrepreneurship trainings. Coordinate recruitment of students/trainees to the ROF programs.
- Ensure compliance with safety regulations and other legal requirements.
- Ensure the students participate in all relevant organizations activities.
- Provide support and guidance to the team of tailoring trainers.
- Develop assessment tools and evaluate trainees' progress.
- Keep daily attendance registers for the students as well as filing examination records.
- Maintain training records
- Conduct quarterly evaluations and adjust programs as needed.
- Write comprehensive reports, including annual reports of program activities.
- Maintain training records and daily attendance registers.

**Tailoring Skills Training:**

- Supervise teaching volunteers/trainers.
- Assist in Tailoring and dressmaking/school uniforms production ventures.

Entrepreneurship Development:

- Design calendars for training and identify training providers.
- Supervise teaching volunteers/trainers.
- Monitor program performance and effectiveness, adjusting schedules if needed.
- Ensure materials are in stock and available for training.
- Identify activities and events for student participation.
- Develop referral linkages and networks for students to showcase products.

Mentorship & Coaching:

- Identify mentors and successful entrepreneurial women for guidance and support
- Facilitate access to microfinance opportunities and provide business support services.
- Assist students in developing business plans and accessing loans or grants.
- Offer ongoing mentorship and guidance for the success and sustainability of their businesses.
- Develop referral linkages and networks for students to showcase products.

Final Examination:

- Define exam schedules and dates.
- Communicate exam schedules and dates.
- Prepare and print graduation certificates.
- Distribute graduation certificates.

Note: -

- Applications will be reviewed on a rolling basis;
- Only Shortlisted candidates will be contacted.
- No application or interview fees are required.

Application Process

Qualified and interested applicants to send CV and Cover letter to careers@rileyortonfoundation.org with the email subject indicated as "Livelihood Coordinator" before 5 pm E.A.T Wednesday 31st January 2024