



# MOVING THE GOALPOSTS

EMPOWERING GIRLS THROUGH FOOTBALL | KILIFI, KENYA

Moving The Goalposts is a pioneer sport for development organization founded in 2002 to empower girls and young women through football. We work with girls and young women between the ages of 9 to 25 years in the Coastal Region of Kenya, notably; Kilifi, Mombasa, Kwale and Tana River Counties. MTG's purpose is to strengthen the voice, impact, and influence of girls and young women by providing opportunities for them to play football, take on leadership roles, learn about their rights and how to claim those rights, with a focus on sexual reproductive health and choice. MTG contributes to this aim by making football an area of opportunity for girls and by enabling community stakeholders to champion for these rights.

Moving The Goalposts seeks to fill the position of Divisional Assistant Ganze.

**Post Title:** Divisional Assistant – Ganze Division

**Reporting to:** Leadership Development Coordinator

**Job Purpose:** To oversee and coordinate all MTG program interventions in Ganze division. The incumbent will be responsible for promoting engagement of girls and young women, community members and key partners (using play-based participatory approaches) to create an environment where girls and young women thrive. The role will entail promoting girls and young women's' access to opportunities and safeguarding against any form of gender-based violence. This role further promotes the use of football as a strategy for development by ensuring that the annual football league program is effectively executed to build female leaders, promote community dialogues and access to reproductive health information and services among girls and young women.

## **Duties and Responsibilities:**

### **1. Management of Leagues and Community Engagement Strategy**

- Coordinate annual enrolment of girls from Ganze Division in the program by conducting recruitment drives.
- Manage the league cycle effectively; This includes supporting girls committees to organize themselves in teams, play matches, organize forums, ensure timely formation of teams and league standing for timely kickstart of league matches.
- Manage and coordinate all community engagement programs in Ganze Division.
- Manage and ensure efficient supply of all league related materials and equipment's in Ganze Division fields
- Manage attendance and participation of every girl enrolled in the program and report in good time cases of school dropout, early marriages or girls who go missing from their homes and the program.



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## 2. Monitoring, Evaluation Learning and Reporting

- Integrating participatory play-based methodologies in training, monitoring and evaluation.
- Lead all monthly divisional planning activities monitor and report on the execution of the plan.
- Coordinate quarterly learning and reflection forums with players and stakeholders to inform programming
- Collect and submit real time data of all league activities in Ganze Division.
- Provide all relevant organizational and donor reports to the supervisor; weekly monthly, quarterly and annually.
- Keep an inventory of all matches played in leagues, tournaments and during events in their division.

## 3. Events and Tournaments

- Mobilize and Coordinate registration of teams from Ganze Division to participate in all events and tournaments as scheduled on MTG football and community liaison calendar.
- Coordinate and facilitate preparatory events during planning and implementation of events and tournaments
- Monitor and report events and tournaments compliance with the rules, code of conduct and safeguarding policy.
- Ensure effective implementation of all activities and objectives set for events and tournaments in their division

## 4. Leadership and Skills Training

- Ensure that fields in Ganze Division meet the required threshold of leadership per category with sufficient skills to provide support to the league program.
- Organize regular skill and governance related trainings for all elected leaders in the fields.
- Monitor growth of leadership pathway for all leaders in their field and recommend replacement, advance training and access to opportunities with partners and stakeholders
- Document and share unique case studies of her leaders to inform support and sharing of best practice.
- Coordinate democratic election of leaders in the fields, regular field committee meetings and development of annual goals for the community.

## 5. Stakeholder Engagement/Building Partnerships.

- Implement an annual stakeholder engagement plan linked to the field annual goals targeting parents, other CSO's, government agencies and other community gatekeepers.
- Organize trainings, and intergenerational forums that promote girls and women empowerment, address gender-based violations and that enhance dialogue between girls and the community.



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- Jointly organize at least two (2) events with partners in their community that are related to MTG objectives.
- Participate and make valuable contribution during network meetings and events organized with like-minded partners in the community.

## 6. Planning and Financial Management

- Prepare annual, monthly plans and budgets and provide weekly financial expense plans and reports in good time.
- Ensure all collection and effective documentation and reporting to finance office of all registration fees from league and tournaments.
- Ensure compliance to MTG financial and procurement and administrative policies.

## 7. Resource Mobilization

- Contribute to resource mobilization goals by developing concepts for funding activities in her division and organizing resource mobilization activities in the community.
- Ensure at least 5% of events in her division are funded/supported by local communities.

### Academic Qualifications and Training:

- A Certificate or Diploma in Community development, Sports management, Social work or any relevant training
- Training on Paralegal or Children's rights or equivalent
- Training on computer packages; MS Word, Excel and PowerPoint
- Training in Facilitation skills

### Skills and Relevant Experience

- A 2 years' experience of working with communities and with girls and young women.
- Able to demonstrate and apply Participatory and play based methodologies and experience in facilitating trainings.
- Knowledge and experience of playing a sport.
- Demonstrate the ability and experience to engage and sustain relationship with children through play.
- Effective use of digital platforms such as WhatsApp, Facebook and email.
- Ability to work in a dynamic team.

### Application process

Application letters accompanied by a detailed CV should reach MTG on or before 11th **January, 2020** addressed to the Finance & Admin manager or send an email to [humanresource@mtgk.org](mailto:humanresource@mtgk.org). Ensure that the **subject** is clear with the position advertised. **Only shortlisted candidates will be contacted.**