



Terms of Reference for a Pedagogical Manager Position PLAY International Kosovo

Assignment period: 24 months, renewable

Place of work: Pristina, Kosovo

Work status: Volunteerism for International Solidarity, French status (*Contrat de Volontaire de Solidarité Internationale, VSI*)

PLAY International

PLAY International is a non-confessional and apolitical French NGO founded in 1999. Its main objective is to promote sport and play as a tool to educate, integrate and empower young people and children. Since its establishment, PLAY International has developed and managed many sport programs in 15 different countries for the benefit of approximately 500,000 children. Currently, PLAY International has field missions in 3 countries, France, Burundi and Kosovo and is also operating through local partners in the United Kingdom, in India and the French island of Mayotte.

PLAY International is active in Kosovo since 2002. Its main goal is to use sport and non-competitive sport games as a means of educating and empowering children and young people. Sport is a unique tool to attract youth from different backgrounds, give them self-confidence and skills, and make them overcome stereotypes.

In 2018, the Kosovo Mission is made of a team of 10-13 staffs, locals and internationals; and of 3 main projects.

Project 1: Sport4Youth: Since 2008, the mission implements the Sport4Youth project: the aim of the project is to contribute to the reconciliation and integration process among youth coming from different communities; and to build their skills and tolerance. To achieve this objective, young volunteers aged 14-20 are recruited and trained to become sport trainers and to organize educative activities for the children (7-12 years old) of their localities. Volunteers and children come from different communities and are regularly involved in multi-ethnic events. Thanks to the project, volunteers acquire experience and skills which are valuable for their future professional life, while children learn basic values on tolerance and respect. By meeting their peers from other communities, volunteers and children can overcome stereotypes and mistrust. **The project impacts the lives of over 3 000 children and 70 youngsters throughout the country each year.**

Project 2: Human Rights Clubs: Since 2017, the mission runs a network of 3-5 Human Rights Clubs in various localities, which operate within the school environment. The aim of the project is to raise the awareness of young people about Human Rights through a peer-to-peer approach. Young people from various communities and localities are trained on the topic of Human Rights and are then responsible for proposing and implementing awareness-raising activities within their school environment, through sport, art and culture.

Project 3: Sport4Education (Playdagogy): Since 2015, PLAY International is implementing its innovative Playdagogy method in Kosovo (the method aims at raising the awareness of children between 7-12 years old about social issues through sport and play). In 2018, the mission runs a project aiming at raising awareness about Communities. It targets school teachers and young volunteers, and trains them at the Playdagogy games and on the topic. Trainees are then responsible for implementing the awareness-raising Playdagogy sessions in their schools or localities.

OVERALL MISSION

The Pedagogical Manager's main responsibility is to work across projects to ensure the creation, development, improvement, and evaluation of pedagogical content used on the different projects. His/her second responsibility is to ensure the capacity building of the staff implementing projects.

The Pedagogical Manager will work under the direct supervision of the Head of Mission and in close collaboration with the Project Teams in Kosovo and the Pedagogical Team in HQ (France).

MAIN RESPONSIBILITIES

1. CREATION, DEVELOPMENT AND ADAPTATION OF PEDAGOGICAL CONTENT (cross-cutting – 60%)

In close collaboration with the relevant Project Managers and Coordinators, create, review and finalize the pedagogical content of the various projects. Ensure the quality and adaptation to local context of the content being used in all projects within the Mission. This includes:

- Develop a calendar of pedagogical content's creation across the various projects being implemented, together with project managers;
- Ensure the calendar is respected and content created on time;
- Carry out assessments of local context to ensure pedagogical content is adapted to the local needs;
- Review the existing pedagogical material (including the Catalogue of Games and manuals for volunteers) and adapt to the new needs/objectives/strategy, together with Project Teams;
- Develop new and innovative content (Playdagogy games, thematic sheets, workshop sessions, new games, etc.), together with Project Teams;
- Design training curricula in a logical and progressive way;
- Develop tools to monitor and evaluate the pedagogical aspects of projects (qualitative and quantitative), including questionnaires on workshops and seminars; assessment grids to evaluate field work of volunteers and teachers; criteria for receiving a diploma of "Inclusive Sport Animator", etc.;
- Support the analysis of the collected material and reporting.

2. STAFF CAPACITY BUILDING & MISSION DEVELOPMENT (cross-cutting – 20%)

- Contribute to the capacity building of local and international staff based on priority areas identified together with the Head of Mission and the Pedagogical team in HQ;
 - Design mission's common pedagogical guidelines and tools (questionnaires, evaluation grids, etc.), and ensure all staff are trained on it (including gender awareness and equality, both on the field and in theory; communities' inclusion and non-discrimination, etc.);
 - Train staffs according to needs (oral presentation skills; how to evaluate beneficiaries on the field; conflict resolution; building motivation of beneficiaries, etc.)
- Contribute to the reflection on the Kosovo mission's strategy and future orientations; including contributing to the identification and formulation of new projects in order to anticipate the pedagogical needs taking into account the project's duration, objectives, beneficiaries, etc.;
- Promote and disseminate the expertise of PLAY International in using sport as a tool to empower and integrate vulnerable population.

3. PROJECT MANAGEMENT (20%)

Pilot Project in Shtime:

The Pedagogical Manager will be responsible for implementing the Shtime Pilot Project. This pilot project has been on-going since 2014 and advocates for the creation of a position of "Municipal Sport Animator". The Animator is currently paid by PLAY International and implements autonomously inclusive sport activities in various localities. The Pedagogical Manager will have the following tasks:

- Supervise the part-time local Sport Animator working in Shtime: ensure activities are implemented, weekly reports are sent by the Animator; provide regular feedbacks; go on visits on the activities;
- Design or improve the pedagogical content of the games being used on the project;

- Use the Shtime project to test new and innovative pedagogical tool (creation of games on gender and disability awareness-raising and games to improve calculating skills);
- Ensure monitoring and evaluation of the Pilot Project (quantitative and qualitative), including designing and implementing adjustments of project activities when required;
- Build the capacity of the Sport Animator;
- Supervise and support the Animator with regards to the relations with Shtime Municipality;
- Write reports related to the Pilot Project;
- Communicate on the project's success stories.

SKILLS/EXPERTISE/EXPERIENCE REQUIRED

Education and Knowledge

- University degree (at least bachelor but preferably Master) in Sport and Physical Education
- Knowledge of project management
- Good knowledge of the development and cooperation issues, and/or of the Sport for Development and Peace sector

Professional experience

- At least 2-year experience in the fields of physical education and/or socio-sportive activities
- At least 1-year experience creating and developing pedagogical content on sport, inclusion, gender aspect, anti-discrimination, human rights, etc. through workshops and seminars
- Experience managing a team and/or a project
- Experience working in a multicultural environment desirable
- Experience abroad desirable
- Interest in post-conflict area and developing countries

Skills

- Pedagogical and trainer skills: creativity; training content design; understanding of pedagogy by project, by objective; participative methodology with strong debating skills
- Socio-sportive skills: lead a sport session, work with different groups (youth, adults, teachers), non-formal education
- Good communication and relational skills
- Organization and planning skills; management of stress and priorities
- Adaptation skills to local context
- High motivation towards the objectives of the Mission, strong commitment and willingness to learn
- Strong sense of initiative and autonomy
- Team work

Languages

- Excellent knowledge of English (oral and written)
- Knowledge of French is desirable
- Knowledge of Serbian or Albanian is a plus

IT Skills

- Excellent knowledge of Office

CONTRACT

- 24 -month renewable fixed-term appointment (VSI)
- Indemnity: According to experience. Includes monthly indemnity and per diem, health insurance, pension contribution.
- Starting Date: March 2018 ; training at Headquarters in Paris before departure.

Application process: CV and motivation letter shall be send by **15 February** to Ana Larderet, Head of Mission of PLAY International in Kosovo, cdm.kosovo@pl4y.international, and Florent Martin, Head of Pedagogy in PLAY International: florent.martin@pl4y.international