

Title:	Education Social Work Volunteer
Location:	S.A.L.V.E. International Uganda (Jinja District) based at our head offices in Namulesa.
Reporting to:	Education Manager
1. Job Purpose:	- To support the high quality delivery of S.A.L.V.E.'s Education Programme for children who have been resettled home to their families and are now in education
2. Key activities:	<p>The following activities are intended as a guide to the main responsibilities of the post and are not an exhaustive list of duties and tasks. The post-holder may be required to undertake other duties that are not listed below, at the direction of their manager. The job description may be amended from time to time after consultation.</p> <ul style="list-style-type: none"> - Act as a case manager for children who are under the support of the S.A.L.V.E. Education programme, including building and updating care and development plans in partnership with other SALVE departments. - Be a point of contact for children under your case management. - Provide care, counselling and support to children in education who are under your case management. - Support children to return to school at the start of term, and return to family or SALVE care at the end of term. - Manage relationships with Schools and Vocational Institutes, to ensure fees are paid and children are attending and achieving. - Manage relationships with families, to ensure children in school are receiving the support they need to succeed. - Assist our teacher in making assessments of children's academic ability and education level, in preparation for a return to school. - Assist the Teacher in preparing children who are returning to school. - Prepare annual budgets for children under your case management, for approval by the Education Manager. - Explore available bursaries, for the benefit of children under S.A.L.V.E. Education Programme. - Proper financial accountability of any money spent in line with the organisation's financial system. - Support your manager to ensure that all reporting from the Education programme i.e. the weekly, monthly and project specific reports and file keeping are done on time and to a high standard. - Assist in developing new project proposals for the organisation and in contributing in S.A.L.V.E.s communications and story writing as required by your manager. - Raise awareness and support for the work of S.A.L.V.E. International in Jinja and Uganda as a whole. - Support other members of the S.A.L.V.E. team in their roles as needed with advice or assistance to ensure the overall aims of the organisation are met. - Prioritise safeguarding at all times.
3. Attainments	<p>In order to be considered for this post you will have to demonstrate that you already have:</p> <p>Experience:</p> <ul style="list-style-type: none"> - Some practical experience of doing social work, particularly with children, or teaching. - Experience of using computer skills. - Some experience in counselling, teaching and facilitating groups. - Proven commitment to first class relationship management and team work. <p>Qualifications:</p> <ul style="list-style-type: none"> - Social Work, Development Work or Teaching qualification holder - Have attended any relevant courses and training modules, especially in teaching and counselling <p>Age: 24 years and above</p> <p>Skills:</p> <ul style="list-style-type: none"> - Ability to work well with other team members and develop positive relationships. - Language skills in English, Luganda and Lusoga, and ideally some Kiswahili too. - Pro-active. - Proven ability to use organisational finances wisely. - Excellent attention to detail. - Self-motivated and able to work on own initiative, under pressure and to tight deadlines. - Excellent administration and organisational skills + planning and implementation skills - Counselling and motivational skills - Interest in developing knowledge, specialising and up skilling in the area of social work and counselling <p>Male and female candidates are encouraged to apply.</p>
4. Facilitation	This is a full time volunteer role and will be given a monthly facilitation of 386,000 plus lunch will be provided and a transport allowance.