



VACANCY: FAITH PROCESS COORDINATOR

We are seeking to employ a fulltime Faith Process Coordinator as of **1 January 2022**, to work in alignment with I AM's overall mission and strategy in a team with LGBTQ+ and faith communities as well as sexual minorities nationally and internationally.

She/he/they will work with the faith and LGBTQ+ communities in Southern Africa under the management of the Programs Manager.

PERSON SPECIFICATIONS

The incumbent should possess desirable experience and qualities in the following areas:

Coordinating

- Coordinate and effectively implement trainings, workshops, and presentations within LGBTIQ+ and faith groups.
- Work closely with the I AM team to ensure quality and dynamic trainings.
- Partake in planning, implementing and follow-up of workshops.
- Partake in annual strategic planning process in setting annual program/project goals.
- Be able to monitor and evaluate workplan.
- Maintain I AM's individual and collaborative (partners/stakeholders) relationships in a professional manner.
- Maintain a working knowledge of significant developments and trends in the field.
- Attend monthly staff meetings.
- Attend formal monthly review meetings where open and frank discussions occur in regard to the employee's performance, as well as strengths, weaknesses and opportunities.
- Engage in a reflective feedback culture.

Reporting

- Prepare timely event reports.
- Prepare timely monthly reports.
- Ensure that senior management is kept fully informed of any programmatic changes in the field.
- Represent I AM at selected networking events and general public.



PROFESSIONAL QUALIFICATIONS

Academic Qualification

At least a bachelor's degree in theology.

Experience

- At least three years of work/ministry experience in a Faith Denomination.
- Experience in facilitating workshops/trainings and group dynamics.
- Experience in designing a workshop/training for a particular context.
- Experience in conflict management.
- Knowledge and experience in working with the LGBTQ+ faith communities and individuals.
- Knowledge and experience of Sexual Orientation, Gender Identity and Sexual expressions.

Competencies

- Ability to work within a team and independently.
- Efficient computer skills Microsoft Excel, Word, PowerPoint.
- Efficient in online engagements using e.g., zoom and Microsoft Teams.
- Excellent verbal and written communication skills in English.
- Good listening and social skills.
- Good interpersonal and multidisciplinary skills.
- Ability to network and work with diverse cultures, denominations, organizations, interfaith and communities.
- Effective at conflict management.
- Excellent at planning.
- Excellent subject knowledge in areas you facilitate.
- Good time management skills.
- Creativity in various contexts.
- Own vehicle and valid driver's license.

Personal Qualities

- An out member of the LGBTQ+ group would be preferable.
- Trustworthy team player.
- Passion for the mission of IAM and working with and for sexual and gender diverse minorities within faith communities.
- Unwavering commitment to quality training.
- The ability to adapt to different and diverse contexts and to stay “cool” under pressure of “gay-bashing” and in conflict management.
- Must be able to travel nationally and internationally.
- **Location:** The candidate must reside in the Cape Town Metropole.



The above job description is intended to describe the general nature and level of work being performed by the incumbent. It is not intended to be construed as an exhaustive list of all responsibilities, tasks and skills required to perform this job.

The incumbent may be required to perform additional tasks and duties outside of this description, if so required.

APPLICATION PROCEDURE

Applicants must submit a cover letter, explaining why they are suitable for the position, an up-to-date CV of no more than 4 pages (incl. a recent photograph), proof of Academic Qualification, Identity Document, Valid driver's licence, as well as 2 relevant contactable, work references of the **past ten years**. ***All documentation must be certified and not older than 3 months.***

Applications should be sent to info@iam.org.za . The closing date is **29 November 2021 at 17h00.**

Only successful candidates who have been shortlisted, will be notified by 3 December 2021. Security checks will be done of the successful candidate.