



VACANCY: FAITH PROCESS COORDINATOR

We are currently in search of a part-time Faith Process Coordinator to join our team, dedicating 8 to 10 hours per week starting from 1 March 2024 or as soon as possible. This role aims to contribute to IAM's overarching mission and strategy, specifically focusing on fostering collaboration with LGBTIQ+ and faith communities, as well as sexual minorities on both national and international levels.

She/he/they will work with the faith and LGBTIQ+ communities in South Africa under the management of the Programs Manager and/or Director.

SPECIFICATIONS

The ideal candidate should possess the following experience and qualities:

Coordinating

- Coordinate and effectively implement training, workshops, and presentations within LGBTIQ+ and faith groups.
- Work closely with the IAM team to ensure quality and dynamic training.
- 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 IAM's individual and collaborative (partner/ stakeholder) relationships professionally.
- 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 about the employee's performance, as well as strengths, weaknesses, and opportunities.
- Engage in a reflective feedback culture.

Reporting

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

PROFESSIONAL QUALIFICATIONS

Academic Qualification/s

At least a bachelor's degree in theology or equivalent accredited theological training.



Experience

- At least three years of work/ ministry experience in a faith denomination.
- Experience in facilitating workshops/ training in various group dynamics.
- Experience in designing workshops/ training for a particular context.
- Experience in conflict management.
- Knowledge and experience in working with the LGBTQ+ faith communities and individuals.
- Knowledge and understanding of Sexual Orientation, Gender Identity and Expression and Sex Characteristics (SOGIESC).

Competencies

- Ability to work within a team and independently.
- Efficient Microsoft Office Suite skills.
- Excellent verbal and written communication skills in English.
- Good listening and social skills.
- Good interpersonal and multidisciplinary skills.
- Ability to network and engage with diverse cultures, denominations, organizations, interfaith organisations, and communities.
- Effective at conflict management.
- Excellent at planning.
- Excellent subject knowledge in your areas of facilitation.
- Good time management skills.
- Creativity problem solving and adaptability in facilitation processes.
- Preferably own a vehicle and have a valid driver's license.

Personal Qualities

- A member or ally 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 in potentially traumatic/ triggering situations.
- Must be able to travel nationally and internationally.
- **Location:** Preferable residence in Cape Town

Note: *This job description outlines the general nature and level of work to be performed and is not exhaustive. The incumbent may be required to perform additional tasks and duties outside of this description if necessary. The incumbent may be required to perform additional tasks and duties outside of this description if so required.*



APPLICATION PROCEDURE

Interested applicants should submit the following documents to info@iam.org.za by 17:00 (CAT) on 30 January 2024:

- Cover letter explaining suitability for the position.
- Up-to-date CV (not exceeding 4 pages, including a recent photograph).
- Proof of academic qualification.
- Identity document.
- Valid driver's license.
- 2 relevant contactable work references from the past ten years.

All documentation must be certified and not older than 3 months. Only successful candidates shortlisted for the position will be notified by 15 February 2024. Security checks will be conducted on the successful candidate.