# Job Description

# Livelihood Coordinator-Branch Level

**[Branch/District]**

**Purpose of Job Description**

The [National Society] Branch Livelihood Coordinator will be responsible for ensuring all planned tasks at branch level for the Livelihoods programming are carried out in a timely and professional manner and that sufficient volunteers are available and committed to do so. He/she will be the key contact for the Livelihoods Department on all livelihoods related matters in the respective oblast [or smaller scope] and will input to all stages of the livelihoods programming including planning, implementing, monitoring, reporting and evaluation.

**Specific Tasks**

The Livelihoods Coordinator at [National Society] Branch is responsible for the following tasks:

* Prepare a comprehensive local livelihood action plan, including resources by breaking livelihoods projects into doable actions and set timeframes, schedules, risks and opportunities management and budgets for the project.
* Coordinate project schedules, resources, equipment and information ensuring that the project is completed on time, within budget and meeting high quality standards.
* Provide job guidance through the delivery of group facilitation and individual employment guidance sessions; support for setting the participant’s professional goal, identifying skills gaps and, accordingly, developing a professional development workplan; help for the production of professional resumes, cover letters, and mock interviews; creation of connections and networking opportunities with different business sectors; and location of work placements and job openings for participants based on their professional interests and their individual skills and abilities.
* Continuous development, and facilitation if necessary, of a dynamic and engaging set of workshops and information sessions aimed at providing the project participants with relevant information on local employment resources and opportunities and equipping them with job-seeking skills and skills that are demanded by local employers. This include regular review of the training’s content to ensure that the information provided is current and appropriate to participants.
* Based on the information gathered through labour guidance sessions, identify, plan and define the skills and vocational trainings to be offered in conjunction with labour guidance and in line with participants’ professional interests and local market demand.
* Liaise with project participants, volunteers and staff to identify and define project requirements, scope and objectives and ensuring that participants’ needs are met as the project evolves.
* Prepare documentation and reports related to program activities, track participant activities and progress data and updates on a regular basis. This may include administrative duties, like maintaining project documentation and handling financial queries.
* Provide regular communication of project status to all participants, including project volunteers, staff, stakeholders and participants. Provide also regular communication about the project to the local community and promote community involvement in project’s activities.
* Ensure that participants are actively and respectfully included in all aspects of their pathway to employment and that service standards to persons served reflect funding, organizational, and legal expectations. Communicate with project participants in case of complaints, ensuring always to report incidents to the Livelihoods Department at the headquarters.
* Assess the need for assistance of existing additional support services or systems at municipal level with the aim to identify where and how may the project help and add value. Work in collaboration/complementarity with local stakeholders, Employment services providers and assistance services to develop services that deliver the best possible employment outcomes for project participants and their families.
* Identify community groups and agencies, businesses and industry, and other organizations that might need consulting services regarding the economic inclusion of vulnerable groups.
* Adapt the project standards and guidelines to the branch capacities and resources and to the needs of the livelihoods projects participants.
* Develop monitoring tools that allow personnel running the activity to identify operational problems and establishment of channels to report these problems and the potential suggestions for improvements to the project coordinator.
* Select and train volunteers for the livelihoods programming.
* Assign tasks to internal teams and assist with schedule management.
* Facilitate household’s assessment as part of the beneficiary selection process.
* Closely coordinate with ICRC field structures and IFRC in planning, implementation, monitoring, capacity building of livelihood team at the branch level, particularly concerning the joint programs that are on-going or to be planned in future.
* Participate in sub-meetings in early recovery and agricultural sectors at branch level.

**Reporting lines**

* Direct reporting to the [National Society] Livelihoods unit at the headquarters.
* Other strategic and policy issues to be reported to/consulted with the [National Society] Deputy Director General (Programmes) via the Head of [National Society] Livelihoods Department.

**Required skills and working experience**

* Experience working on livelihoods programming
* Knowledge of the branch and oblast [or smaller scope]
* An understanding of monitoring and reporting
* Experience communicating with vulnerable groups.
* Good level of computer skills including email and internet use
* Experience in training and coaching people on labour market integration and career guidance and/or on how to start a micro business.
* Awareness of online local resources, services and online job platforms and knowledge on job application processes of each resource.
* An understanding of basic administration, finance and logistics
* Knowledge of the Red Cross Red Crescent Movement

**Personal qualities**

* Good time management skills and works well in a team
* Integrity and honesty in dealing with confidential information
* Able to work independently and execute tasks in a reliable and competent manner
* Strong ability to communicate with people and colleagues at different levels.
* Flexibility to adaptive to changes in service delivery models, the labour market or participant trends.
* Sensitivity to the active and respectful inclusion of participants in all aspects of their pathway to employment