**Youth Pathway Manager - Youth and After School Programme Office Western Cape Government**

2nd Floor, Protea Assurance Building, Greenmarket Square, Cape Town, 8000

Tel: 021 483 6545

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| Job Purpose | To design and deliver career readiness programmes for all the active youth in service as well as management of the alumni network. This includes securing both study and employment opportunities and ensuring that youth in the programme feel supported in planning for their careers and transition into studies or work. |
| Reports to | Senior Youth Service Manager |
| Responsibilities | ***Programme design and delivery***  Design, develop and deliver work readiness programming to YeBoneers to ensure they are competitive for opportunities and can successfully transition to the world of work or studies. |
| ***Training and facilitation skills***  Design and delivery of pathway support programmes.  Work one-to-one, in group settings and through technology interventions to support students offering advice, guidance and coaching. Offer coaching services to Alumni of the programme to support their continued career development and success.  This will include supporting mentors and conducting personalised reviews of students’ profiles for recruitment, including CVs, LinkedIn profiles and mock interviews. |
| ***Partnership Management***  Seek, develop and nurture employer relationships to facilitate full time job placements, internships and bursaries to YeBoneers at the end of their year of service. This will include working with and building a network of partners within the public, private and NGO sectors. |
| ***Resource mobilisation***  Mobilising bursaries and other resources to support the pathway support programme. |
| ***Management***  Management of both project staff and interns and external service providers and partners. |
| ***Knowledge management***  Maintain the Alumni database and network and conduct regular surveys with the alumni and partners to inform the continuous improvement of the programme |
| Job requirements  Minimum of:  *Relevant bachelor’s degree, 3 years management experience, youth development expertise and a valid drivers’ license.* | ***Excellent people and partnership skills***  The incumbent will need to engage effectively with a wide variety of audiences including leaders, and senior Human Resource executives in: top-tier corporates, small and medium-sized enterprises, large-scale NPOs, national and provincial government and top universities. The successful candidate will need to possess the maturity and judgment to be an effective representative of YearBeyond. Equally, this person must also be able to engage with YeBoneers in a caring and supportive manner, and always have their interests top of mind. |
| ***Knowledge of the recruitment and placement industry and youth development***  Excellent knowledge of HR processes, the recruitment and placement industry.  Good knowledge of the youth development in South Africa and experience working directly with young people. |
| ***Creative, flexible and innovative thinker***  The ability to think strategically and innovatively around youth pathways into work and studies and effectively influence a wide cross-section of people along with a willingness to do whatever it takes to get the job done. |
| ***Training design and facilitation skills***  The incumbent must have experience designing and running training sessions with a range of audiences including with youth from diverse backgrounds. This should include experience running both group and individual sessions. Training is offered in both English and Afrikaans. |
| ***Good communication skills***  The incumbent will from time to time be required to develop training materials and reports. Good written and verbal communication skills are therefore a requirement. |

Interested candidates must send a motivation letter highlighting your suitability to the role and a CV to [annelie@maraisbutton.co.za](mailto:annelie@maraisbutton.co.za)

Contact will only be made with shortlisted candidates.