IKAMVA LABANTWANA BETHU

Supporting learning, opportunity and child wellbeing

Branch Coordinator

LOCATION Paterson | **PROGRAMME / FUNCTION** Branch Management

About Ikamva Labantwana Bethu

Ikamva Labantwana Bethu is a community-based non-profit organization operating in the Western Cape (Crossroads and Nyanga) and Eastern Cape (Paterson and Tarkastad). The organization is committed to transforming communities affected by poverty, crime, and social challenges into safe, thriving, and sustainable environments.

At the heart of its work is a commitment to improving the lives of children and young people through access to quality education, skills development, foster care support, and employment creation initiatives. Ikamva Labantwana Bethu empowers children to reach their full potential while equipping out-of-school youth with practical life skills, vocational competencies, and opportunities for economic participation.

Position purpose

Coordinate programme and facility operations for ILB's Paterson branch, ensuring quality learning support, consistent administration and responsive community relationships.

Role context

The Paterson Branch Coordinator brings together after-school tutoring, the High School Club, early learning support and local community relationships. The role needs close attention to learner progression and the practical realities of education provision in a smaller community setting.

Key responsibilities

Programme and day-to-day delivery

- Manage branch activity plans, programme schedules, staff coordination, logistics and learner access arrangements.
- Oversee educational and youth activities, supporting coordination between ECD, after-school, tutoring and High School Club functions.
- Review attendance, learner progress summaries, incident records, supplies and site performance reports.
- Support branch administrators, facilitators, tutors and operational personnel with clear work priorities and constructive feedback.

Coordination, safety and service quality

- Engage schools, caregivers, local leaders and service partners to strengthen referrals and learner retention.
- Monitor safe use of learning spaces, equipment, facilities and resources, including any digital learning assets.
- Escalate child-protection matters and psychosocial needs to authorised professionals through ILB procedures.
- Prepare operational reports, procurement requests and practical improvements for central management.

Learner progression, site leadership and local partnerships

- Coordinate a coherent timetable for Grades 3–7 learning support, ECD/after-school activities and the High School Club without overloading shared spaces or staff.
- Review educational attendance and learning records with facilitators to identify persistent gaps in foundational literacy, numeracy and school engagement.
- Facilitate appropriate contact with school principals, educators and caregivers to improve referrals, participation and learner transitions.
- Ensure staff understand the differences between educational support, early-childhood practice and professional child-protection or social-work referrals.
- Oversee simple stock and resource plans for learning materials, nutrition, sanitation and premises maintenance and escalate critical shortages.
- Organise appropriate programme events and local outreach using approved consent, supervision and community-engagement processes.
- Provide accurate site updates to central management, describing both delivery achievements and challenges without overstating learner outcomes.

Expected results and service standards

- The Paterson programme calendar and staffing arrangements are coherent and reliable.
- Learner attendance, education progress and referrals are tracked with care.
- The branch maintains strong relationships with schools and caregivers.

Minimum requirements and experience

- Diploma or degree in Education, Community Development, Management, Social Sciences or similar discipline.
- Experience in coordinating an education, youth or community service programme, including supervision.
- Understanding of challenges facing rural or under-resourced communities is advantageous.
- Strong reporting, stakeholder communication, scheduling and digital record-keeping skills.
- Ability to manage resources thoughtfully and maintain safeguarding expectations.
- Experience coordinating programmes involving multiple learner age groups and school or caregiver partnerships.

Core competencies

Leadership; community trust; resource stewardship; planning; accountability; learner-focused service.

Working relationships

Works with the Branch Administrator, tutors, ECD and after-school facilitators, schools, caregivers and central programme teams.

Safeguarding, confidentiality and professional conduct

All personnel must protect the dignity, privacy and rights of children and young people; maintain appropriate professional boundaries; follow ILB's safeguarding, incident-reporting and confidentiality processes; and complete suitability checks applicable to their duties. Concerns about abuse, neglect or exploitation must be referred promptly through authorised channels, not investigated informally by unqualified staff.

How to apply

- Interested candidates are invited to apply by submitting a comprehensive CV and a motivation letter via email to ikamvajobs@ikamvalabantwana.org
- Applications must be received no later than 11 December 2026 at 12:00 PM. Late applications will not be considered.
- Only shortlisted candidates will be contacted. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful.