IKAMVA LABANTWANA BETHU

Supporting learning, opportunity and child wellbeing

Senior Facilitator

LOCATION Tarkastad | **PROGRAMME / FUNCTION** Youth Cafe and Afterschool

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

Lead engaging and well-structured facilitation across the Youth Cafe and After-school programmes, helping participants develop skills, motivation and confidence.

Role context

Tarkastad's Senior Facilitator works across the Youth Café and after-school setting. This requires an understanding of both school-age learning needs and the more independent, work-readiness needs of older youth.

Key responsibilities

Programme and day-to-day delivery

- Design and run structured learning, life-skills, career-readiness and youth development sessions aligned with programme objectives.
- Adapt facilitation techniques to support school-going learners and out-of-school youth at appropriate developmental levels.
- Guide tutors, volunteers and peer facilitators through session planning, constructive feedback and supportive coaching.
- Coordinate practical exercises, group discussions, workshops and guest-speaker activities in safe programme spaces.

Coordination, safety and service quality

- Track participation, attendance, learning milestones and completion records and share regular progress updates.
- Provide constructive feedback and refer participants for specialist support where needs exceed facilitation competence.
- Keep learning materials, equipment and venues ready and follow relevant health, safety and safeguarding procedures.
- Help review programme feedback and improve teaching methods and participant engagement.

Youth readiness and school-age learner development

- Structure Youth Café sessions around practical communication, professional behaviour, digital literacy, problem-solving and job-readiness skills as appropriate to the programme.
- Help youth participants build CVs, practise interview communication and identify credible training or employment pathways without promising placements.
- Work with authorised trainers when barista or other specialised vocational content is delivered; reinforce attendance and workplace conduct expectations.
- Prepare after-school learning sessions that reinforce core academic concepts and encourage learner participation and confidence.
- Use quick learner or youth reflections to adjust facilitation methods and identify participants who require further assistance.
- Provide coaching to junior staff and volunteers on inclusive group work, documentation and responding appropriately to disclosure or distress.

- Build practical links between programme activities and community resources, schools or local opportunity providers through approved ILB processes.

Expected results and service standards

- Youth Café and after-school sessions have clear objectives and reliable delivery.
- Young people gain demonstrable skills and informed next-step options.
- Facilitators maintain safe practice and good attendance and progress records.
- Senior facilitators to handle participants/learners disciplinary

Minimum requirements and experience

- Matric; relevant qualification or training in facilitation, education, youth development or a related field is advantageous.
- At least two years of experience facilitating youth or educational programmes.
- Experience with group learning, basic digital tools, session evaluation and learner engagement.
- Ability to support both after-school and youth-skills activities without treating these groups as identical.
- Strong verbal communication, self-management and accurate attendance reporting.
- Experience facilitating both school learners and young people entering training or employment is advantageous.

Core competencies

Energy; mentoring; inclusion; facilitation quality; creativity; resilience.

Working relationships

Works with the Branch Coordinator, tutors, Youth Café trainers, relevant schools and approved community partners.

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.