



TURQUOISE MOUNTAIN

Terms of Reference

TEACHING & OUTREACH ASSISTANT

Jordan country office

Background

Turquoise Mountain is a non-profit, non-governmental organization specializing in heritage based urban regeneration, traditional craft-training and connecting artisans to market opportunities. We seek to provide jobs, skills, and a sense of pride, through heritage. Since 2006 Turquoise Mountain has restored 150 historic and community buildings, trained 10,000 craftspeople, generated direct sales of \$7m in craft products and welcomed 1m visitors to our exhibitions worldwide.

Context

Turquoise Mountain is established a project in Jordan to support artisans and to promote involvement with heritage. The project will work across high-end craft production for international and local markets, vocational training in traditional skills, and cultural heritage outreach.

The purpose of this full-time role is to support the Cultural Heritage Outreach Manager in the implementation of Turquoise Mountain's educational program in Jordan, which will take place in Our Classrooms in Jubaiha with a diversity of contexts and locations.

Roles and responsibilities

- Implement & support the trainers to conduct the teaching curriculum of CHO.
- Full oversight of all children educational program requirements including keeping records of attendance of all trainers & trainees and coordinating with finance team on the payments of salaries of trainers.
- Develop and maintain a sound network of government and other stakeholder counterparts
- Responsible for compiling list of purchases as requested by Project Manager and in coordination with teaching assistant in line with TM procurement policy
- Participating in developing project documentation and undertake other program administration tasks.
- Supporting the Project Manager in all aspects of the program implementation and development as requested.
- Reporting on project activities and expenditure as requested by the Project Manager and according to project timeframes.
- Responsible for managing project database and other M&E tools, Visit project sites on a regular basis in coordination with Project Manager.
- Preparing and facilitating together with project manager and local partner to plan, design and conduct workshops and trainings.

- Keeping inventory records of all tools and materials in the workshops.
- Ensure that all the trainers and trainees comply with all Health, Safety & Child Protection procedures.

Skills:

- At least 2 years' experience in development projects, preferably related to the implementation of children educational programs.
- Capacity to plan and coordinate sub-sections of a same project over a diversity of environment (CBO's, refugee camps, TM educational Classrooms)
- Fluent in Arabic and English
- Good skills in MS Excel, Word and Power point
- Interest in cultural heritage is a plus

Working hours:

5 days a week (Sunday to Thursday) from 9:00 am – 5:00 pm

Contract Duration:

11 months (2-month probation period)

Location:

Jubeiha and Jabal Amman, Hashemite Kingdom of Jordan

Salary:

Commensurate with experience

Application Pack:

Cover Letter and CV, Please send the application pack to vacancy.jo@turquoisemountain.org. The e-mail subject line should be: TM Teaching & Outreach Assistant Opening – Your Name.

Application Deadline:

The application pack must be received by no later than 5pm on Monday, 18th January 2021.