Job description

Position title: Education Department Manager (Curriculum)

Organization: Aflatoun
Location: Amsterdam, Netherlands
Job type: Full time
Salary: Between € 4246 and € 5311
Comment: Inclusive of pension, health insurance, holiday allowance and national insurance contributions
Deadline: 21/05/2023

The Organization
Aflatoun International is a non-profit organization, which offers social, financial & entrepreneurship education to children and young people worldwide, empowering them to make a positive change for a more equitable world. Aflatoun creates high-quality curricula for different age groups, which are contextualized to local needs and circumstances, and are implemented by over 300 partner organizations in 101 countries. Aflatoun programmes inspire children to discover their talents and put them to use, to stand up for their rights and those of their communities through active learning and problem solving. They learn how to save, how to budget, and how to set up social and financial enterprises that benefit themselves, their families and their communities. Aflatoun has been recognized globally (Brookings, Harvard, HundrEd, Million Lives Club) for its high-impact, low-cost model, which has shown to be effective in changing behaviors of participants across the globe.

By using a social franchise model, Aflatoun transfers curricular content, monitoring and evaluation tools, and training capacity to partner organisations, helping them enhance their existing expertise and create an efficient learning ecosystem. Aflatoun’s programmes follow an active-learning, participant- centered methodology, which combines social and financial education (SFE) through engaging participants, educators, government institutions and civil society organisations.

We are currently looking for a dedicated and enthusiastic Education Department Manager (Curriculum) to join us in our mission.

Position
The Education Department Manager supports Aflatoun's programmatic work by maintaining high quality curriculum, training and educator professional development materials for Aflatoun programmes as well as for external partners. The Education Manager will:

1. Manage a growing department by overseeing the curriculum budgets, and supervise a team (8-10 staff and consultants) of curriculum, educator professional development, and training specialists;
2. Develop and maintain Aflatoun’s curriculum materials, including review and improvement of existing curriculum products and development of new / adapted curriculum products tailored for specific purposes, including distance learning;
3. Develop funding proposals for curriculum development projects and contribute to proposals which include curriculum development;
4. Project-manage donor-funded curriculum development projects and coordinate curriculum development components of implementation projects;
5. Engage with external parties in the sector representing Aflatoun as a specialist in our field.

Key Areas of Responsibility

Management of the department

- Develop the department's strategy based on Aflatoun's strategic plan
- Develop the yearly workplan and budget of the department and track progress
- Supervise and manage contract of staff, consultants, interns and volunteers, assigning work to each individual, ensuring work is completed within agreed timeframes and of the necessary quality, and hold weekly curriculum team meetings to ensure on track delivery;
- Manage the workflow of internal and external curriculum development work including planning and overseeing of deliverables, delegation of work to other curriculum specialists, interns and consultants, and liaising with project and program managers on all content development work surrounding a project;
- Ensure curriculum and professional development work is suitably represented in annual plans and budgets in order to contribute to meeting the objectives set out in the Aflatoun strategy.

Proposal writing

- Provide content for curriculum development projects and contribute to curriculum components of other project proposals in coordination with resource mobilization team;

External representation

- Represent Aflatoun externally and present work in international events, meetings and conferences;

Content development

- Manage the development of new curriculum and educator professional development products, tailored to specific purposes, ensuring alignment with Aflatoun’s learning frameworks, coherence with organizational pedagogy and approach, and for core Aflatoun curriculum products, ensuring visual and content consistency;
- Develop and innovate Aflatoun learning frameworks and conduct comprehensive reviews of curriculum products, including consultation with academics, consultants, donors and partners to embed best practices and learnings from research and M&E into curriculum revisions and development. This includes engaging expert working groups and advisory boards for new content;
- Conduct pre-quality checks on content produced by curriculum department;
- Design curriculum for multiple formats of delivery, specifically adapting curricula to digital platforms and the development of new digital curriculum products;
- Keep abreast of latest thinking & Innovations in curriculum development around social and financial education and 21st century skills;
- Represent the curriculum team internally at cross-departmental meetings or with the Management Team and/or Board;

Project management

- Act as Project Manager for a set of assigned donor-funded curriculum projects, including:
  o develop a project plan and budget, establish the project team, manage consultants, allocate tasks and billable time to team members and track costs against budget;
  o execute the project according to the project plan, making adjustments to ensure successful delivery of the project in compliance with donor requirements;
  o develop progress reporting for donors when required with input from partners
Key deliverables

- Successful management and implementation of the department’s work plan.
- Revised competency frameworks for core curricula.
- Revised Aflatoun, Aflateen, and Aflatot curricula.
- Development and implementation of master trainers’ certification programme.
- Successful completion of projects that the education department is leading.
- Alignment of the teacher training program based on revised curricula.

Non-technical responsibilities as Aflatoun staff

- Positively contribute to team discussions and the effective running of the organisation;
- Cross-departmental collaboration, compliance with organisational policies and procedures including submitting monthly timesheets;
- Promote Aflatoun’s work on social media;
- Perform other duties and tasks, consistent with the skills and expertise, as required in non-routine circumstances;
- Be willing to adapt to different tasks and different cross-organisational tasks, this includes but is not limited to helping deliver Aflatoun events such as the International Conferences and staff retreats.

Required Skills & Qualifications

- 8+ years’ work experience in the areas of child/youth teaching & learning, educator professional development, and curriculum development;
- Academic degree in related subject (e.g. Masters in Education or Child Development);
- 2+ years’ project management experience, including project planning, status reporting and budget management;
- 2+ years’ experience in line-management of staff / consultants;
- Experience producing and publishing high quality written materials in English.
- Expert knowledge of the international education sector, pedagogy, learning, and curriculum;
- Innovator;
- Independently develop high quality curriculum products and training manuals with limited supervision;
- Understanding of different knowledge/skill delivery models (classroom-based, online, blended, experiential);
- Ability to develop project funding proposals;
- Ability to work effectively in an international environment;
- Ability and willingness to travel internationally;
- Fluent written and spoken English (required). Knowledge of additional languages such as Dutch, Spanish, French, Russian or Arabic would be an advantage;
- Understanding and willingness to conduct work and demonstrate behaviors in line with Aflatoun International’s values and policies.

Employment details

The position is for a full time. We offer a dynamic and pleasant multicultural working
environment, with an indicative gross monthly salary range of € 4246 and € 5311 per month (inclusive of pension, health insurance, holiday allowance, and national insurance contributions) - the salary level awarded will depend on relevant work experience and educational background.

Due to the nature of Aflatoun’s work with children around the world, specific attention is drawn towards Aflatoun’s Child Protection Policy and its Policy on the Protection of Sexual Exploitation and Abuse (PSEA). These two policies are required to be signed by new employees and forms part of the employment documents related to the employment contract. The applicant commits to zero tolerance towards sexual exploitation and abuse. An additional written test may be required.

Management may appoint at a lower step based on the candidate's skills and experiences against the position's requirements.

**Reaction**
Please apply online at [https://aflatoun.bamboohr.com/careers/189](https://aflatoun.bamboohr.com/careers/189) no later than 21/05/2023. If you have any specific, questions on the position please contact the HR Officer Chitra at chitra@aflatoun.org.

**A valid work permit and/or European passport is required in order to be considered for the position.**