

THE SUSTAINABILITY INSTITUTE

PO Box 162, Lynedoch,  
Stellenbosch, 7603, South Africa

TEL +27 (0) 21 881 3500

info@sustainabilityinstitute.net

22 January 2025

POSITION	Youth Programme Facilitator
FULL TIME/PART TIME	Full Time Position
ACCOUNTABLE TO	Masake Maleka
LOCATION	Stellenbosch, South Africa

HOW TO APPLY

Please send your CV and a cover letter to [stella@sustainabilityinstitute.net](mailto:stella@sustainabilityinstitute.net). Applications without a cover letter, or with a generic cover letter will not be considered. In the cover letter please highlight all relevant experience and qualifications you have in relation to this specific position, what attracts you to this position and the organization, and why you are the best candidate for the job. Application Deadline: 05 February 2025

ORGANISATION BACKGROUND

The Sustainability Institute is recognised as a leading institution in navigating the transition towards just and generative futures through education, research, and practice. Founded in 1999, the Institute is an international learning centre teaching, exploring and applying ways of being that are restorative. Our focus on children is centred within the Lynedoch Children’s House, Lynedoch Primary Schools and Lynedoch Youth programmes. We are an expert in learning experience design for transformative education in sustainability in the African context. We offer knowledge, skills and a physical space for designing transformative educational experiences anchored in sustainability. Our expertise includes research and advisory services, offering and implementing learning programmes in partnership with other organisations, and SI-led courses and workshops.

TRUSTEES: SBA Dunn, H Newton-King,  
G Prince, K Savin, S Semprini,  
J Schulschenk, R van Niekerk



SUSTAINABILITY  
INSTITUTE

NPO No: 051-245-NPO | PBO No: 930020419  
Trust No: IT3011/99 | Vat No: 4110198795



@sustainabilityinstitute  
www.sustainabilityinstitute.net

## MAIN PURPOSE OF ROLE

The Sustainability Institute is looking for a dedicated and experienced Youth Programme Facilitator to support our Youth Programme Coordinator in creating meaningful, impactful experiences for young people aged 13 to 23. This role involves direct engagement with youth in various programme activities and fostering a safe, supportive environment where young people can thrive, imagine, and connect with regenerative and just ways of thinking, living, and behaving.

## RESPONSIBILITIES

Are you passionate about developing youth from the Lynedoch community or with supporting youth to become change agents in their community by unlocking their potential in a practical way? This role might be for you.

### Roles and responsibilities

#### Core

- **Programme Facilitation:** Assist the Youth Programme Coordinator in planning, organising, and leading activities that align with the programme's objectives, including facilitating group sessions, supporting sports practices, and ensuring activities are engaging and inclusive.
- **Youth Engagement:** Build rapport and maintain positive relationships with programme participants, fostering an inclusive environment where youth feel valued, encouraged, and accountable.
- **Point of Contact for Logistics:**
  - **Meals:** Serve as the primary contact for coordinating youth meals by liaising with the kitchen.
  - **Transport:** Manage youth transport logistics by coordinating with the driver.
  - **Activity Coordination:** Act as the central point of contact for various activities, including art, sport, and others, ensuring smooth collaboration with facilitators.
- **Attendance and Accountability:**
  - **Register Management:** Ensure the attendance register is completed daily, keeping accurate records.
  - **Incident Reporting:** Maintain and keep record of the incident report file, documenting any issues that arise.

TRUSTEES: SBA Dunn, H Newton-King,  
G Prince, K Savin, S Semprini,  
J Schulschenk, R van Niekerk

NPO No: 051-245-NPO | PBO No: 930020419  
Trust No: IT3011/99 | Vat No: 4110198795



**SUSTAINABILITY  
INSTITUTE**



@sustainabilityinstitute  
www.sustainabilityinstitute.net

- Space and Equipment Management: Encourage youth to keep spaces clean and organised, and secure any valuable equipment when not in use.
- Implementation of Policies: Uphold and apply all programme rules and policies, ensuring the safety, well-being, and compliance of all participants.
- Monitoring and Support: Observe and assess youth engagement during activities, providing guidance, motivation, and encouragement as needed to support individual and group needs.
- Feedback and Reporting: Collect and provide feedback to the Youth Programme Coordinator on session outcomes, youth progress, and any challenges encountered.

### **Shared responsibilities with Programme Coordinator**

- Refer children to different organisations that might be able to provide additional support where needed
- Explore and re-evaluate structures implemented with the youth on a regular basis

### **QUALIFICATIONS & EXPERIENCE**

- Qualification: A post-grade 12 qualification, ideally in Social Work/ Community Development / Youth Development / Education or related field
- Experience: At least 5 years of experience working directly with youth aged 13-25, preferably in educational, community, or recreational settings.
- Knowledge of Youth Development: Understanding of the developmental needs and dynamics of youth and young adults.
- Facilitation Skills: Strong skills in group facilitation, with the ability to create an inclusive environment that encourages participation and fosters growth.
- Communication Skills: Excellent verbal communication skills with the ability to connect with youth and relay instructions and policies clearly.
- Problem-Solving: Able to handle conflicts or issues calmly and constructively, maintaining a supportive environment.
- Alignment with Values: Commitment to the values of sustainability, regeneration, and social equity, and the ability to model these in interactions with young people

*Valid Driver's license is advantageous*

TRUSTEES: SBA Dunn, H Newton-King,  
G Prince, K Savin, S Semprini,  
J Schulschenk, R van Niekerk

NPO No: 051-245-NPO | PBO No: 930020419  
Trust No: IT3011/99 | Vat No: 4110198795



**SUSTAINABILITY  
INSTITUTE**



@sustainabilityinstitute  
www.sustainabilityinstitute.net