

JOB DESCRIPTION

Position : Outreach Manager
Location : Ream Commune, Sihanouk Province
Department : 'Kids to School'
Contract : 1 year

As Outreach Manager, you are responsible for the following;

A. 'Kids to School' Project:

- To assess families to determine what assistance they need to ensure that their children can receive a good education
- To supervise the team in checking student's attendance at public school and AKLC
- To ensure staff keep 'Smart Sponsor' up to date
- To assist Allkids sponsor liaison to fulfill his or her job
- To assist the annual sponsor reports to be made and sent to smart sponsor
- To follow-up with families and child problems
- To send a monthly report to General Manager (GM) and Country Director (CD)
- To cooperate with AllKids Day Care House manager regarding dump children
- To be present at weekly meeting with outreach team and GM to address problems
- To organize induction list and set up the induction day with GM for the first and second semester
- To prepare school kits for AllKids induction
- To prepare student lists and ensure that they are kept up to date
- **Monitor expenditure in order to maintain budgets**
- To arrange medical treatment for AllKids children in conjunction with affiliated organizations including general medical checks, dental care, hearing and eyesight services and ensure that records of treatment are entered into each child's 'Smart Sponsor' file.

B. School Improvement. Public Schools

- To ensure all cleaning supplies and rubbish bags are provided to public schools and being used effectively by the schools
- To monitor the water supply and toilets at Smach Deng Primary School, Battrang School and Smach Deng Secondary/High School and to immediately report any problems to the GM.
- School inspections should be made twice each month.

C. General

- To follow all reasonable instructions from GM or CD
- To help AllKids achieve their goals.
- To dress neatly with AllKids uniform during working hours.
- To provide the CD with photos and reports of any interesting activities or stories about the children that may be used for promotion and sponsor liaison.

Essential Requirements:

- Social skills and empathy
- Ability to assess family situations
- Strong communication skills
- Ability to build and maintain professional relationships
- Must have completed Grade 12
- Knowledge of Microsoft excel and word
- Good written and spoken English
- Must be able to work in Sihanouk Province

Desired:

- Some experience in a similar field
- Experience managing a team
- Knowledge of budgets

Interested candidates are invited to send their CV to jess@allkids.org.au or call 016 647 554.