

Reimagine Education with Us



[www.goodworkfoundation.org](http://www.goodworkfoundation.org)  
[info@goodworkfoundation.org](mailto:info@goodworkfoundation.org)

## Advert: Campus Manager Position

**Role Title: Campus Manager**  
**Location: Huntington**  
**Closing Date: 18th June 2021**

### Purpose of the role:

GWF is seeking to appoint the Campus Manager for their Huntington Digital Learning Centre. The role will oversee the implementation of and represent the GWF Mission, Vision and Values at the Campus level. Co-ordinate and lead staff, develop, grow and lead a team that can successfully deliver the outcomes as per GWF standards. Coordinate the activities and outcomes of the satellite campus, assure smooth day to day operations of the Campus and ensure that the campus is conducive to development and learning for both staff and learners and that the environment is safe.

### Position in Organisation

Reports to: Operations Manager

Responsible for: Campus Co-ordinators BA, OLA and Admin staff

### Key Responsibilities

- Support and liaise with the team of Campus Managers.
- Ensure processes, procedures and delivery of programmes is consistent with other campuses.
- Inspire the team, educating it on, and holding it accountable for, the mission, vision, values and culture of GWF
- Grow, manage and develop the team, identifying where support is needed and effectively managing conflict
- Ensure that the GWF programmes are being delivered to a high standard and running according to the quantities (students and learners), timelines and measurements agreed to by GWF and its programme managers
- Create and nurture sustainable regional partnerships and connections
- Act as the host of the satellite campus for all visitors including partners, donors, community members, new visitors and GWF team members
- Coordinate engaging tours of the satellite campus for all visitors including partners, donors, community members, new visitors and GWF team members
- Maintain a positive, respectable, ethical and exciting reputation and brand image for GWF in the region that the satellite campus is operating within
- Once a month, report on the progress, activities and outcomes of the previous month and outline the activities and expected outcomes of the upcoming month. Using the Monthly reporting template
- Document and share the stories of the satellite campus, delivering content to the GWF media team for them to use and disseminate

# Reimagine Education with Us



[www.goodworkfoundation.org](http://www.goodworkfoundation.org)  
[info@goodworkfoundation.org](mailto:info@goodworkfoundation.org)

## Requirements:

- Campus Management experience (1 to 2 years)
- Bachelor's degree or equivalent qualifications
- Open learning academy and Bridging Academy knowledge
- High level communication, influencing and coaching skills
- Ability to develop and deliver learning and development initiatives
- Experience of working with different cultures and backgrounds

## Skills and Behaviour

- Have good human relations abilities and be a good communicator;
- Ability to work with people with multicultural background
- Have an understanding and desire to learn and be part of the rural context in which GWF works
- Committed to and passionate about education in South Africa
- Have strong administrative and computer skills and ability to follow clearly defined policies and processes
- Excellent communication skills
- Experience of working in the NGO sector

## Applications

To apply please send your full CV together with a letter of motivation to [hr@goodworkfoundation.org](mailto:hr@goodworkfoundation.org). In the subject line of the email please reference: Huntington Campus Manager.