



Vacancy: Graphic Design Trainer - Khayelitsha

Learn to Earn (LtE) is a Christian skills development organization which seeks to develop people, especially unemployed people, socially, economically, emotionally, and spiritually.

Learn to Earn invites suitability qualified candidates to apply for the vacancy of Graphic Design Trainer, based in Khayelitsha. The Graphic Design Trainer will report to the Khayelitsha Branch Manager. The Graphic Design Trainer is responsible for day to day training, annual planning, preparation, delivery, administration and reporting with regard to the LtE Graphic Design programme.

Main Requirement

- **Hold to LtE's statement of faith and be an active member of an evangelical church.**
- Be in possession of a relevant Degree in Graphic Design.
- Relevant Training Qualification would be advantageous.
- Proven track record in education, social development and/or worked in under-deserved contexts
- Have at least 5 years' experience working in a multi-cultural training environment. Experience in the NPO PBO sector will be advantageous.
- At least 5 years of experience in Design, Art, Media or related fields.
- Passionate about developing the unemployed and eradicating the legacies of injustice.
- Must be high performance orientated, can work independently, have functional proficiency, and initiative.
- Advanced computer skills and experience in Adobe CS Suite, Microsoft Office Suite, InDesign, Illustrator, Photoshop, Salesforce, and knowledge of Photography.
- Ability to meet deadlines is essential as well as attention to detail and report writing skills.
- Able to interact comfortably and effectively within an inter-cultural environment made up of different social, economic, cultural, and educational backgrounds and be team orientated.
- Good report writing skills and well-developed communication skills in English (While knowledge of isiXhosa/Afrikaans would be beneficial).
- Creative thinker while also being process orientated.
- Four independent contactable references, in particular from previous reporting lines.

Primary responsibilities:

- Review, plan, deliver and monitor LtE Graphic Design Programme and curriculum
- Promote LtE's Philosophy of Development and Cultivate an atmosphere of creativity, fun and a strong work ethic while ensuring students learn that 'talent without character leads nowhere' focusing on deadlines, punctuality and proactive communication.
- Promote and market the LtE Graphic Design so as to recruit suitable students, increase brand awareness and visibility of LtE.
- Conducting an ongoing review and evaluation of the Graphic Design Industry/sector skills requirements and incorporate this into the programme where and when appropriate.

- Conduct the assessment and moderation of the student's portfolios, academic tutoring and character development of students.
- Conduct the administration duties related to the LtE Graphic Design programme including (but not limited to): Assessment of potential students, registration and enrolment of students, maintain student and course records and fees on SalesForce, Graduation.
- Identify potential businesses, academic institutions and employment partners for the work placement/ internship of students and/or the employment of graduates including monitoring admission requirements/ criteria.

Other Requirements:

Learn to Earn (LtE) is a registered Christian skills development organization which seeks to develop people, especially unemployed people, socially, economically, emotionally, and spiritually. As such this is a team ministry, and the following will also be required in addition to the above:

- Participate, contribute, and engage in weekly staff devotions and prayer meetings.
- To participate in the employer's Annual Staff Retreat. We go away together to do staff development and spiritual growth seminars.
- To participate in the employer's Annual General Meetings and other organisational functions (awareness and fundraisers) which may be after hours during the week or weekends.
- To be co-responsible for the continued development of the employer.
- To promote the employer and obtain financial support thereof.
- Outside of the employees' above responsibilities the employee will be expected to do things that fall outside of the ambit of their job description, such as sweeping, cleaning, covering for and helping other staff. This is a team ministry.
- Must have reliable transportation and a valid Driver's License

Application Process:

Should you meet and understand the above requirements, have the necessary experience and wish to apply, please do so in writing with:

1. Covering letter: In your covering letter please indicate your current and required salary, your mobility to travel between branches and notice period with your current employer, if any. It should also include your faith journey.
2. CV (no more than 3 pages) with 4 contactable references – in particular previous reporting lines (please exclude sending certificates).
3. Letter from your church pastor or small group leader regarding your church membership and activity.
4. Email to: vacancies@learntoearn.org.za with the subject line: Vacancy: Graphic Design Trainer – Khayelitsha [your name here]

Closing date: 13 January 2023

Starting date and remuneration: 1 February 2023 or sooner; salary market related and TBC

Should you not have received a response within 4 weeks after the closing date, please consider your application to be unsuccessful. We reserve the right not to enter into correspondence in this regard. This advertisement has the minimum requirements listed. Management reserves the right to use additional, relevant information as criteria for short-listing. Also, we reserve the right to re-advertise if required.