



Job Vacancy: Scholar Support Coordinator – H&P Foundation

About Us:

The H&P Foundation is an education-based foundation incorporated in Kenya. We aim to create a more equitable world through providing education opportunities to children from underprivileged backgrounds in Kenya. We cater to for entirety of the secondary education needs of our scholars and exposes them to learning opportunities that would not be easily acquired within the walls of the current Kenyan classroom. We believe that education is a fundamental human right and a powerful tool for breaking the cycle of poverty. We intend to grant as many dedicated and valuable education opportunities to young, brilliant minds who are held back as a result of an underprivileged and impoverished background. Our work is structured around three main pillars: education scholarships, education advocacy & extra-curricular activities. At the H&P Foundation, we are committed to empowering young scholars to achieve their dreams. By joining our team, you'll play an instrumental role in shaping their futures and contributing to meaningful change in the community.

About the role:

The H&P Foundation is looking for a dedicated, detail-oriented, and compassionate individual to join our team as a **Scholar Support Coordinator**. This role is essential in ensuring that our scholars receive the support they need to excel. As the Scholar Support Coordinator, you will be working closely with our scholars, and will often be the first point of contact between the Scholars and the H&P Foundation. This is a part-time role.

Key Responsibilities:

1. Oversee Scholars' Welfare

- Take scholars or coordinate with scholars for shopping at the beginning of each term to ensure they have all their back-to-school needs.
- Issue reading books to scholars, ensuring proper documentation of issued and returned books.
- Regularly contact parents/guardians to stay updated on scholars' well-being and challenges.



- Randomly check-in with scholars, particularly during holidays, to assess how they are doing.
- Handle urgent scholar needs, such as sickness, loss of money, scholar sent home for any reason; by consulting with H&P directors and collaborating with teachers for resolutions.

2. Communication and Reporting

- Join WhatsApp groups for scholars schools, where necessary, to stay informed of school plans and activities affecting the Foundation e.g closing dates, mid-term breaks, AGMs etc.
- Liaise with parents on any communication from schools that would affect plans and activities of the Foundation.
- Visit schools when necessary to address any issues (e.g school fees payment, medical incidents), attend AGMs, or clarify Foundation matters with teachers or administrators.
- Maintain clear communication with the foundation's directors on scholar-related matters.
- Occasionally contribute to reports summarizing work done and progress achieved.

3. Onboarding and Support

- Participate in the selection process for new scholars, including making visits to potential scholars to assess welfare.
- Purchasing and organising required items for the onboarding of new scholars.
- Travel to onboard new scholars to their schools.

4. Financial Oversight

- Pay school fees directly at the bank and file receipts or copies in their respective files.
- Distribute pocket money and transport fare to scholars, ensuring signed receipts are filed.
- Break down and report on all funds spent on behalf of the Foundation to the accountant for full accounting and transparency.
- Ensure all receipts, records, and documents are properly filed and accessible.
- Liaise with guardians to provide receipts of all items purchased for the scholars', particularly at the absence of a Foundation representative.



Requirements

- Strong organizational and record-keeping skills.
- Excellent communication and interpersonal abilities.
- Compassionate and empathetic toward scholars' needs.
- Ability to travel when necessary.
- Flexibility to attend to urgent situations.
- Experience in working with youth or educational programs is an added advantage.

Application Process

If you're passionate about making a difference and meet the above qualifications, please send your CV and a cover letter detailing your experience to info@hp-foundationkenya.org by 24 February 2025.