

SAMPLE: JOB DESCRIPTION - COMMUNITY BASED FACILITATORS**INTRODUCTION**

One of the most important pieces of the Starting With Women methodology is the use of Community Based Facilitators (CBFs) to work with the women, groups, and communities. It is important that these CBFs be selected carefully.

The following job description is an example to guide the process of hiring these CBFs.

JOB DESCRIPTION

Core Duties:

- Raise awareness and mobilize group members to participate in project activities.
- Provide training to the group participants.
- Liaise with clan leaders, elders, local, and religious leaders to information as necessary to raise awareness and receptiveness to the project.
- Document processes, lessons learned, personal stories, and good practices from each group member and share it with the program officer on a regular basis.
- Plan and organize activities with the group and target communities.
- Guide the group on setting ground rules for meetings, completing journal entries, and developing and making use of referral networks.
- Assist in settling disputes and misunderstandings among group members.
- Conduct frequent meetings with individual group members to assess changes in their behaviors, knowledge, attitude, and practices on land rights projects, and to determine a way forward for identified challenges, barriers, and aspirations.
- Participate actively in sharing experiences during the monthly meeting with the program officer.
- Compile monthly reports for submission to the program officer.