



TRADE SKILLS TRAINING CO-ORDINATOR YOUTH SKILLS DEVELOPMENT PHILIPPI BRANCH

LIVING HOPE is a Christian Non-Profit organization based in the Southern Peninsula of Cape Town.

PURPOSE OF THE ROLE:

The Trade Skills Training Coordinator is responsible for the Trade Skills Training team in Philippi within Youth Skills Development.

This role is responsible for coaching staff, facilitating classes, managing student recruitment, and overseeing programme curriculum for unemployed youth (ages 18–35) receiving training in technical trades including welding, carpentry, plumbing, and electrical. The co-ordinator also manages team HR and budget activities, supports external partnerships, and supports facilities projects. Integral to this role is a commitment to mentoring and discipling both staff and students in their holistic growth – in line with Living Hope's mission, vision, and values.

Requirements for the Job:

- Grade 12. Previous experience in building, construction or manufacturing processes (welding, carpentry, plumbing, electrical) – theory & practical
- Microsoft 365/Office, Windows 11
- Basic administration abilities and ability to learn new software systems
- Clear communication (verbal, written, digital) - Fluent in English and one other language relevant to the area
- Coaching mentality & class facilitation ability
- Self-motivated, proactive, innovative, punctual
- Professional, organised and people-focused
- Willingness to learn and grow and develop others
- A desire to serve God and people in a meaningful and practical way.
- Must have a valid driver's licence

Advantageous:

- Pastoral, discipleship, youth development, or community work experience

Duties:

- Contribute to Mission and Vision of Living Hope
- Team Leadership & Oversight - Staff and financial management
- Student Recruitment
- Class Facilitation & Curriculum
- Student Mentorship & Discipleship
- Facilities & Projects
- Team participation
- Responsible for quarterly goals and metrics related to the programme

If you are interested, please submit your CV (PDF or Word) and a motivation letter to recruitment@livinghope.co.za. **Ensure you put the name of the job you are applying for in the subject line.**

Kindly provide your current contact details as short-listed candidates will be contacted to attend an interview. If you do not hear from us within two weeks of the closing date you must assume that you were not successful.

CLOSING DATE: 13-07-2026