

Job Description: Education & Community Development Specialist

About the Al Qasimi Foundation

The Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research (AQF) is a leading non-profit organization based in Ras Al Khaimah, United Arab Emirates. The Foundation supports the social, cultural, and economic development of RAK and the wider UAE through research, policy engagement, capacity development, and community programming.

Position Overview

The Education & Community Development Specialist leads the design, delivery, and continuous improvement of a portfolio of educational programs and initiatives—including curriculum enrichment, professional teacher development, student support projects, innovation pilots, and quality improvement efforts. The role combines program leadership, evaluation and data use, digital platform management, field engagement with schools, and close collaboration with the Ministry of Education (MoE) and RAK Department of Knowledge (RAKDOK). The ideal candidate blends strategic thinking with hands-on execution and strong bilingual communication.

Key Responsibilities

Program Development & Management (40%)

- Design and implement new education and community development programs and initiatives that address identified needs in RAK.
- Develop program frameworks, objectives, and work plans aligned with the Foundation's strategic priorities.
- Align program outcomes with MoE policies, international and national education priorities; ensure coherence and complementarity across initiatives.
- Coordinate pilot initiatives, workshops, and community activities, ensuring quality delivery and measurable outcomes.
- Manage project budgets, timelines, and reporting requirements.
- Support grant proposals and funding applications for ECD initiatives.
- Manage online program portals, evaluation systems, and data tools; ensure reliability, usability, and data integrity.

Stakeholder Engagement & Partnerships (25%)

- Build and maintain collaborative relationships with schools, community organizations, and government partners.
- Represent the Foundation in meetings, workshops, and community events.
- Support cross-sector partnerships that enhance educational opportunities and social inclusion.
- Serve as a point of contact for community partners, addressing needs and feedback effectively.
- Support partnership agreements/MoUs, and joint initiatives.

Capacity Building & Community Outreach (20%)

- Plan and deliver community-based training sessions, mentorship programs, and public engagement events.
- Contribute to the development of educational materials and resources that promote lifelong learning.
- Engage with diverse community groups to foster participation and ownership of initiatives.
- Coordinate cross-functional teams and external partners; maintain roadmaps, progress dashboards, and lessons-learned logs.

Research, Evaluation & Reporting (10%)

- Collect and analyze data to measure program outcomes and impact.
- Prepare progress reports, case studies, and success stories for internal and external audiences.
- Collaborate with the Research Department to integrate evidence and evaluation into program design.
- Develop assessment tools, criteria, rubrics, scoring guides, and data collection protocols; set KPIs and outcomes frameworks for programs.
- Monitor implementation quality and measure impact using qualitative and quantitative methods; run calibration/moderation where relevant.
- Produce clear, actionable progress and evaluation reports in Arabic and English, including dashboards, case studies, and recommendations.
- Establish QA standards (e.g., fidelity checks, sampling, audit trails)
- Conduct post reviews and implement agreed improvements to policies, tools, and processes.
- Ensure compliance with data protection standards; champion safeguarding, ethics, and inclusion in all activities.

Communications & Events (5%)

- Contribute to the visibility of ECD programs through content creation and community storytelling.
- Support the organization of public events, workshops, and campaigns promoting education and community engagement.

Candidate Profile

Qualifications & Requirements

- Bachelor's degree in Education, Educational Leadership, Measurement & Evaluation, or a related field (Master's preferred).
- Minimum of 5 years of experience in the education sector, including at least 2 years in a leadership, evaluation, or supervisory role managing multi-school initiatives.
- Demonstrated success in developing and implementing multi-stakeholder programs.
- Experience working within the UAE or Gulf region is highly desirable.
- Bilingual proficiency in Arabic and English (spoken and written).
- Strong understanding of school operations, instructional quality, and program implementation; experience with monitoring & evaluation and data-informed decision making

Skills & Competencies

- Strong project management and organizational skills.
- Excellent written and verbal communication abilities.
- Analytical and problem-solving skills to design evidence-based interventions.
- Cultural sensitivity and the ability to work effectively with diverse communities.
- Proficiency in MS Office and familiarity with digital collaboration tools.
- Team-oriented mindset with the ability to manage multiple priorities.
- Creativity, initiative, and commitment to social development.
- Facilitation, coaching, and change management
- Proficiency with digital platforms for program management, evaluation, and reporting; strong spreadsheet and data visualization skills.

Compensation & Benefits

- Competitive, tax-free salary,
- Healthcare benefits
- Professional development opportunities
- Full-time two years renewable Contract

Application Requirements

Candidates must provide:

- CV
- Cover Letter
- Relevant Certifications