

TADA vzw/asbl – Pedagogical Coordinator

What does a pedagogical coordinator do?

Every Saturday during the school year, more than 800 young people in Brussels attend **TADA's weekend school**. They participate in interactive workshops on various themes and explore a wide range of professions. Their journey lasts three years.

As a pedagogical coordinator, you guide a class of 28 children for three years at one of our five campuses. You are responsible for recruiting volunteers to lead the activities and for preparing them pedagogically for the flow of the day. On TADA Saturdays, you are the conductor who keeps **everything running smoothly and takes the lead in the organisation**.

What are you doing concretely?

The biggest (and most rewarding) challenge of this job is combining the organisational aspect with classroom management for a group of 28 teenagers.

- You are responsible for **implementing the TADA courses** for your class, both in terms of content and organisation.
- You **plan and coordinate** the content of the activities. For each subject, TADA provides a structured basic program, which you adapt as needed to suit your teenagers and volunteers.
- Each Saturday, you ensure that **a sufficient number of relevant and diverse volunteers** (professionals from the field) are present to guide the activities. You contact and motivate them and prepare the workshops together. On Saturdays, you adjust as needed.
- You ensure that every TADA Saturday **runs smoothly, efficiently, and flawlessly in terms of logistics and quality**. You are solution-oriented and tackle problems immediately.
- You **create a positive, safe, and supportive atmosphere** in your class, maintaining a good balance between passion, fun, respect, and discipline.
- You keep our **IT systems up to date** with information about the children and guest lecturers.

If you are starting a new TADA class, you will visit fifth-grade classrooms in different schools in September to inspire children to join the weekend school. You engage in persuasive conversations with children and their parents to form a well-balanced class group.

What is your profile?

- You have a **proactive** mindset and **strong organisational and planning** skills. You enjoy being hands-on and stepping in where needed.
- You are **enthusiastic and dynamic**, capable of **motivating** children, volunteers, and parents.

- At the same time, you can be **assertive**—because a large class group needs a true captain.
- Experience **working with children** (ages 10-13) is definitely a plus.
- You can speak and write passionately and persuasively, helping to recruit volunteers willing to lead workshops in their free time.
- You are comfortable using **office software**.
- You are present on **TADA Saturdays** (30 per year) and occasionally available for evening meetings.
- We take great pride in our company culture – our [values](#) are part of who you are too.

What does TADA offer you?

- A job with **social impact** in an organisation that truly makes a difference and puts people first. TADA has experienced significant growth and aims to continue expanding.
- A versatile role with plenty of room for **personal input and development**.
- A **part-time, permanent contract** with flexible working hours and the possibility to work partially from home. Your fixed working days are Tuesday, Friday, and Saturday. During school holidays, your Saturday shift is replaced by another weekday.
- A **competitive salary with additional benefits**, including meal vouchers worth €8 per working day, hospitalization insurance, commuting reimbursement, and compensation for your mobile phone and internet subscription.
- As a part-time employee, you are entitled to **10 days of statutory leave** and **6 additional paid compensation days** (ADV days). Additionally, TADA is closed between Christmas and New Year. Your vacation days are primarily to be taken during school holidays.
- You will work in a **comfortable and inspiring environment** (Naamsepoort, Brussels) with access to high-quality IT equipment (iPhone, MacBook).
- **Your start date is 18/08/2025**. During your first weeks, you will join all new pedagogical coordinators for an onboarding program, including various training sessions to prepare you for your new role.

<https://www.tada.network/>