

FATMA MOHAMED ATHMAN

Community Resource Manager

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Career Summary

Professional community service provider with strong project management and marketing skills in attracting financial funding from donors. Strong presentation and communication skills in delivering training to disadvantaged groups (women, elderly, youth and persons with Disabilities) especially on issues with adolescent and young people sexual and reproductive health and rights as well as social accountability. Qualified in needs assessment and research for development projects in communities to identify and deliver unmet needs. Advocacy expert pertaining health and climate change using social accountability as a method, and tools like community score card. Currently serving as a CorpsAfrica/Kenya Volunteer, where I have gained hands-on experience and skills in Human-Centred Design, Community-Led Development, and Asset-Based Community Development, enhancing my ability to facilitate sustainable, community-driven change.

Skills

Soft Skills

- Proficient presentation and communication ability
- Empathetic listener and counsellor
- Negotiation and mediation for disputes and conflict
- Energetic entrepreneur involved in start-ups and innovative concepts
- Great leadership skills and working in teams
- Flexible to work in different environs and can adapt to different situations
- Great organizer and time manager

Core Skills

- Project planning, management and coordination of milestones and end deliverables
- Resource mobilization
- Advisor on financial empowerment and youth engagement
- Disaster management
- Community advocacy including Social Accountability.
- Research and analytic skills
- Human-Centred Design and problem-solving
- Asset-Based Community Development facilitation

- Community Needs Assessment and participatory development
- Stakeholder engagement and partnership development
- Monitoring, Evaluation, and Learning (MEL)
- Report and policy paper writing
- Training facilitation and capacity building

Work Experience

Community Development Facilitator- (August 2024- July 2025) - CorpsAfrica/ Kenya

After completing an intensive six-week training in Community-Led Development, I was deployed as a Volunteer in Kakamega County, where I collaborate with rural communities to shift mindsets from dependency to empowerment. My role focused on facilitating inclusive, participatory processes that support communities in identifying their priorities, leveraging local assets, and co-creating sustainable development initiatives.

Key Responsibilities

- Identified, co-designed, and implemented a solar-powered water project benefiting over 800 residents, in partnership with Davis & Shirliff.
- Implement activities and trainings using Human - Centred Design, Asset Based Community Development.
- Led training sessions for the community water committee on project monitoring and evaluation for sustainability.
- Facilitated a school-based mentorship program reaching over 300 adolescent girls, focusing on life skills, self-esteem, and leadership.
- Engaged youth groups in financial literacy sessions and mind-set shifting conversations around entrepreneurship and independence as well as promoted a culture of volunteerism and civic responsibility by mentoring youths.
- Maintained strong collaborations with local government and NGOs to strengthen project ownership and continuity.
- Adapted to diverse cultural settings and lived in rural communities, demonstrating resilience, cultural sensitivity, and strong interpersonal communication.

Freelance Content Writer – Jan 2023 to Jan 2024

Involved in academic online writing as a means of improving my writing skills

Key Responsibilities

- Drove creation of quality content in variety of engaging formats.
- Used appropriate voice tones and diction to compose engaging content for audiences of various ages.
- Utilized time management skills to prioritize and schedule projects in order of importance.

- Proofread content for errors and inconsistencies to provide quality finished projects.
- Research and writing on different academic topics.
- Editing and formatting of the texts into different academic writing formats like APA, MLA and Harvard.

Research on the Prevalence of Child Labour Within the Tea Value Chain in Kionyo, Olenguruone and Ngere communities (November, 2023- December, 2023)- Action Aid Kenya

This was a consultancy role with ActionAid Kenya in partnership with the Ethical Tea Partnership (ETP) involving a research and acting as the lead researcher on child labour prevalence in the three catchment areas.

Key Responsibilities

- Design the research methodology.
- Undertake desk review of literature on the subject.
- Undertake field work in the project locations to triangulate the data.
- Prepare a detailed report (not more than 25 pages) on the prevalence of child labor within the tea value chain in the project communities.
- Tease out at least 2 probable topics that shall be utilized to develop a policy paper on critical gaps and challenges noted.
- Pull out a clear summary (not more than 4 pages) of the report.
- Prepare a PowerPoint presentation of the findings.
- Make a presentation of the findings in a session organized by ActionAid.

Infection Prevention and Control Research Consultant (March, 2023- April, 2023) – Voluntary Service

Overseas

This was a consultancy role involved in Kenya's IPC tool testing & assessment of the community infection exposure risk levels to Cholera in Kilifi County.

Key Responsibilities

- Work closely with the project team and the county MOH officials & IPC tool enumerators in the County of placement to collect data from the targeted participants pertaining to the above-mentioned assessment of the community infection exposure.
- Support in Training of MOH officials and IPC tool enumerators with the Tool
- Support the IPC tool enumerators and community volunteers to conduct interviews in different settings and different localities as advised by the Project team and MOH officials.
- Support with collation of collected data during from the interviews and informative report writing.
- Assist in moderating discussions and action planning with Local leaders, health department, Enumerators (government CHVS and VSO community volunteers) in interface meetings.
- Assist in following up and supporting county governments to implement the work plan.

Project Officer (October, 2021- March, 2023) - Youth for Sustainable Development, Kilifi

This is a Voluntary role where YSD-Kilifi is in partnership with Voluntary Service Overseas in implementing a Sexual Reproductive Health and Rights project for adolescents and young people who have compounding vulnerable and marginalized (MAKE WAY). The role is to ensure that proposed activities are held in time and appropriately.

Key Responsibilities

- Develop work plans and budgets for each year.
- Come up with implementation strategies for the project.
- Map out activity locations
- Design interventions for issues identified and gaps
- Assist in mobilizing community members for proposed activities
- Writing and presenting reports to the partner organization quarterly and annually.
- With the help of other members facilitate sessions on SRHR topics to adolescents and young people.

Paralegal Officer (June 2021-October 2021) - Malindi Community Human Rights Centre

This role was mainly about bringing the justice process into practice as well as bringing a sense of confidence in justice providers in Malindi, Kilifi County because the community has lost faith in the system. The role was also about aiding the community in understanding the rights and taking the necessary steps to access public resources. It also involved actions towards reducing violence extremism especially towards children and women.

Key Responsibilities

- Listen and attend to cases especially brought in the office.
- Follow up on the cases while guiding complainants on the necessary legal processes to be taken.
- Document the cases in the complaints and records book.
- Writing monthly reports for all cases handled and activities conducted or attended.
- Plan for legal and violence extremism sensitization activities with different age groups and gender in the community

Vulnerability Assessor and Verifier (March 2021) – Voluntary Service Overseas

The process was about assessing already mapped young girls and mothers who are vulnerable in their communities and most especially due to financial instability for a cash transfer program.

Key Responsibilities

- Map out the vulnerable young women between the ages of 18-35 years.
- Conduct home visits to some of the mapped out young women.
- Conduct group assessments for the remaining of the beneficiaries.
- Verify the vulnerability of the mapped out individuals.
- Data entry and report writing.

Project Planner (2020 July- September 2020) - Voluntary Service Overseas

This was a voluntary role where I was involved in planning for webinar sessions done on Zoom online platform due to the Corona virus pandemic.

Key responsibilities

- Look for a session topic and panel speakers.

- Invite participants for the webinars and ensure they are taken care of throughout the activity.
- Moderate some of the webinars.
- Report writing for each webinar.

Needs Assessor and fund raiser (2019 September- December 2019) - Voluntary Service Overseas

This was a volunteering role where I was involved in conducting needs assessment for Maranda Special School in Bondo Sub-County, Siaya. I was also involved in fund raising for a sick bay project in the special school.

Key responsibilities

- Needs assessment to see what project needs priority in the school.
- Visit government offices to get partnership in the school project.
- Visit private organisations and non-profit organisations that would be interested in sponsoring the school project.
- Proposal and concept paper development for the Sick Bay project.
- Follow up on contribution promises given by the specific organisations that were willing to be involved.

Freelance writer (2018 September- December 2020)

Involved in academic online writing as a means of improving my writing skills as well as a source of income.

Key responsibilities

- Research and writing on different academic topics.
- Editing and formatting of the texts into different academic writing formats like APA, MLA and Harvard.

Clerical officer (2018 April) – Kitui county government

Key responsibilities- data entry:

- Entry of data for country government research project on employment statistics
- Project timeline of one week to transfer hard statistics in to electronic form

Research assistant (2018March) - Kitui county government

County government research project to analyse their employees with respect to titles, department and skills set alignment.

Key responsibilities:

- Field project work to gather the input data from employed worker in the county government
- Organisation of input data into segments to filter the categories
- Data analysis on the input data against expected results with regards to specific input fields

Project internship (2017 January- April 2017) - Light of Hope Youth Initiative- International

In this role I was attached to a Community based organization that was involved in project with girls in schools within Kenya but based in Machakos County.

Key responsibilities:

- Project officer for Machakos County responsible for executing the Elimisha Dada project in schools.

Objective to distribute sanitary towels in both primary and secondary schools.

- Coordinated and managed the evaluation and impact of the project including analysis of previous projects including reporting of any improvements from the previous cycles.

Education

Academic Training

Kenya Association of Professional Counsellors – February 2022- May 2022

Certificate in Counselling Psychology

Machakos University– 2014 - 2017

BSC. Community Resource Management

Loreto High School, Limuru

Secondary certificate

Professional Training

April 2025- **In Service Training 2** (CorpsAfrica/Kenya)

January 2025- **In Service Training 1** (CorpsAfrica/Kenya)

August 2024 to September 2024- **CorpsAfrica Pre-Service Training** (CoprAfrica/Kenya)

February 2023- **Social Accountability** (Pwani Youth Network and Voluntary Service Overseas)

December 2022- **Meaningful Youth Participation, Engagement and Leadership** (Cheshire Disability Services, Kenya and Voluntary Service Overseas)

November 2022 – **Leadership Launchpad** (Voluntary Service Overseas)

February 2022- **Social Inclusion and Gender** (Voluntary Service Overseas)

November 2021- **Sexual Reproductive Health and Rights** (Voluntary Service Overseas)

July 2020 – **Safe Guarding Essentials** (Voluntary Service Overseas)

November 2018- **Swiss Re Career Cooperate Academy** (Aiducation International)

September 2015- **Swiss Re Startup Academy** (Aiducation International)

Certificates

Counselling Psychology Certificate

The President's Award Kenya Gold Level Certificate

Leadership Launchpad

Safe Guarding Essentials

Referees

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