

## **GHANA PROGRAMME COORDINATOR**

### **ROLE DESCRIPTION**

**Purpose of role:** To support and coordinate the volunteers during their placements with NGOs in Tamale, Northern Ghana.

#### **Key Tasks**

- Carry out assessments and evaluations of placements, accommodation and surrounding area to ensure fulfilment of health & safety criteria
- Facilitate in-country orientation for volunteers upon arrival
- Liaise with partner projects to establish & maintain roles for volunteers
- Evaluate volunteers progress, and arrange group meetings, on a weekly basis
- Complete annual evaluation of projects for their capacity for volunteers
- Be the primary source of support and advice for volunteers during their volunteer placements
- Other Tzedek related tasks as they arise.

#### **Secondary Tasks**

- To evaluate Tzedek projects with the assistance of a local professional evaluator.

#### **Main Relationships**

- Line managed by Volunteer Coordinator in London, who you will be in regular phone contact with

### **PERSON SPECIFICATION**

#### **Essential Skills & Experience**

- Experience of supporting and coordinating groups of people/volunteers
- Voluntary experience in a developing country
- Good report-writing skills, in order to communicate important information to the UK

#### **Attributes**

- Patience and understanding of volunteers' needs in overseas situations
- Commitment to Tzedek's values
- Ability to communicate with variety of different people
- Understanding of Jewish beliefs & practices
- Enthusiastic, highly personable & flexible
- Independent and highly self motivated

**Hours:** Full-time (involving some evening & weekend work when necessary)

**Length of role:** Mid-June to end August 2009  
**Communication:** Excellent communication should be maintained with the UK office throughout the duration of the role  
**Expenses:** All work-related expenses paid for  
**Location:** Tamale, Ghana

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