

Overseas Programme Coordinator

Role Description

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

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.

Main Relationships

- Line managed by Volunteer Coordinator in London, who you will be in regular phone contact with the Programme Coordinator whilst not in the UK.

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

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Registered Charity No. 1016767



- Hours:** Full-time (involving some evening & weekend work when necessary)
- Length of role:** Involved from May to September – Overseas for three months: June-August 2010
- 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 or West Bengal India

