



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title

Office and Events Coordinator

Responsible to

The UK Director

Purpose

To support the UK Director and International Coordinator of 'One Life International' in the following three primary roles within the 'start-up' period of this new charitable organisation:

1. To undertake the activities and responsibilities associated with the administration of all internal human resources and office management.
2. To assist in the development, profiling and delivery of UK and International projects in the areas of social business development and pastoral training.
3. To assist with the development and delivery of training and orientation programmes that equip and send local project teams overseas.*

*This role may require occasional overseas travel.

Roles and Responsibilities

1. Personnel

- To make up and maintain personnel records, handbooks and contracts.
- To ensure policies and procedures (for staff, volunteers and placements) are prepared and maintained.
- To establish and maintain overseas project staff handbooks.
- To administrate and plan all staff / project team overseas travel.
- To assist in the planning and delivery of overseas team project delivery.

2. Finance

- Management of petty cash.
- Communications with grant-making trusts / maintenance of records of fund allocation.
- Invoicing and banking as required.
- Liaising with bookkeeper / accountant as required.

3. Database

- Creation, maintenance and backup of database(s).
- Assistance with, and administration of, mailings.

4. Health and Safety

- To ensure site and job risk assessments are carried out.
- To ensure there is adequate first aid cover
- To formulate policies and procedures for operations and adherence to H&S requirements.

5. General administration

- To support the Director and Advocacy Manager in all activities relating to the maintenance and development of the vision for 'One Life International'.
- Typing, filing, photocopying and telephone calls as required.
- To maintain office supplies and purchase additional items as required.
- To maintain a central on-line diary system.
- To arrange and minute Trustee / Operational Meetings as required.

6. PR / Promotion

- To assist in preparation and presentation for public/church events.
- To assist in planning and delivering promotional functions where appropriate.
- To assist in compiling promotional, orientation and training materials.
- To assist in the delivery of orientation and training days for overseas teams.
- To assist in promoting the vision of 'One Life International'.

7. Other

- To assist in research and development as required.
- To carry out, within reason, any other duties necessary.

The job description will be periodically reviewed to ensure its continued appropriateness as 'One Life International' evolves in the coming years.

WORKING CONDITIONS

1. Salary Package: £ Sector rate
Volunteer prior to securing grant funding for post 1st quarter 2009
(Please enquire further for further guidance if interested)
2. Hours: 30 - 35 hours p.w Flexi hours available. Some home working available.
3. Holidays: 28 days p.a. (pro rata)
4. Overseas travel: Intermittent overseas travel may be required (initially to Liberia, West Africa).

The purpose of these trips to Africa would be to orientate and educate an in-depth understanding of the mission of 'One Life International', the partners we work with, the environment in which they live and the projects we are undertaking.

CAREER PROSPECTS

For the right person there is great potential for both personal, faith and career development.

With 30 years' foundation now laid in partnership relationships and 15 years' of tentatively building social enterprise in Liberia, we are at the start of a period of upward-build and are looking for exceptional individuals in their field of life and professional experience to join us in empowering this vision and mission, by God's grace, to accomplish its greatest potential.

OFFICE AND EVENTS COORDINATOR

PERSON DESCRIPTION

ESSENTIAL (E) OR DESIRABLE (D)

EXPERIENCE

1. At least 5 years' experience in an office coordinator/management role. E
2. At least 2 years' experience in start-up / developing organisational infrastructure. E
3. Experience of working in partnership on projects with external individuals/ organisations. E
4. Proven track record of preparing and coordinating promotion/training events. E

PERSONAL QUALITIES

1. A concern for helping the socio-economically disadvantaged in the UK and Africa. E
2. A commitment to working within a Christian ethos . E
3. A track record of working on own initiative and instigation(?). E
4. A history of creativity and innovative thinking. E
5. A track record as a team player but using own initiative and being self-motivated. E
6. An eye for detail, being literate and diligent. E
7. A willingness to be hands-on in all environments. E
8. Exceptionally reliable, with a sense for adventure. E
9. Physically fit. D

SKILLS AND ABILITIES

1. Ability to communicate and influence effectively. E
2. IT literate on all main programmes, with experience in elements of creative media. E
3. Ability to obtain specific information/research rapidly through the internet, written sources or personal contacts. E
4. Ability to liaise and co-ordinate with outside sources. E
5. Ability to solve problems innovatively and creatively. E
6. Knowledge of Third Sector and commercially aware and astute. D