

**Job title**: Programmes Administrator

**Salary:** £8.75 per hour

**Hours**: 26 hours per week

**Accountable to**: Programme Manager

**Responsible for**: Ensuring volunteer programme administration duties are performed following IVS’s policies and procedures

**Working Hours:** The normal working pattern for this role is between five or six hours per day with an unpaid lunch break. The working pattern is flexible subject to agreement.

**Start date:** The start date will be negotiable and as soon as possible after appointment

**Duration:** This post is advertised as a one-year contract in the first instance

**Annual Leave:** Full time holiday entitlement is 33 days paid leave per year, inclusive of statutory bank and public holidays. Part-time employees have pro-rata entitlement including to pro rata of the bank and public holiday

**Salary:** £8.75 per hour salary will be paid retrospectively on the 22nd day of each month

**Job summary**

International Voluntary Service (IVS) is a peace organisation working for the sustainable development of local and global communities throughout the world. We are a leading charity which has existed since 1931, involving volunteers in international exchanges at home and abroad.

Over the past two years we have undertaken a review of our projects here in the UK and overseas and we are now looking to recruit an administrator to support the long-term development of our volunteering programmes. The post holder will support the team to carry out the administrative aspects of volunteer management on both short-term and long-term international volunteering projects. The successful candidate will need to be highly organised, reliable and with strong attention to detail.

**Key Duties**

* Engaging with different organisations to promote volunteering opportunities
* Assessing volunteer applications and carrying out pre-selection of volunteers
* Supporting the team in the planning and delivery of volunteer training
* Responding to enquiries about volunteering opportunities
* Coordinating volunteer placements with project partners
* Supporting the volunteers during their placement with any relevant enquiries
* Supporting the team to develop new project partnerships for both short and long-term volunteering
* Supporting the team to plan and deliver recruitment events and campaigns
* Supporting the team in the monitoring and evaluating of the volunteer programme
* Willingness to learn and undertake online training on CRM systems (salesforce)
* Assisting in various administrative tasks as and when requested
* Undertaking any other activities in keeping with the role

**Work Experience and Person Specification**

* Passion for international development and volunteering sectors
* Previous experience of an administrative role, preferably working in a charity or NGO
* Possess exceptional written and verbal communication skills
* Exceptional attention to detail
* Problem solving capabilities
* Strong organisational and time management skills
* Ability to work to deadlines and on own initiative without close supervision
* High degree of computer literacy of Microsoft Office including Word, Excel, PowerPoint and Outlook. Database skills are highly desirable.
* Good interpersonal skills and enthusiastic approach
* Interested in learning and developing new skills
* Strong team player and collaborative working style
* Reliable and flexible and willing to take on a range of tasks

**Additional Information**

**Closing date:** Friday 4th January 2019

**Interviews**: Held in Edinburgh on Friday 11th January 2019

**Application process:** Email a copy of your CV and a one-page motivation statement outlining your suitability for the role. Applications should be sent to programmes@ivsgb.org.

**References:** This appointment is subject to satisfactory references.

**Equal opportunities:** IVS is committed to Equal Opportunities and welcomes applications from all candidates whatever their age, race, nationality, religion, ethnic or national origins, gender, marital status, sexual orientation, or disability.

*Given the number of applications we receive, and because we are a charitable organisation with limited resources, please note that only applicants invited for interview will be contacted.*