

## **JOB DESCRIPTION**

<b>Role</b>	Country Co-ordinator
<b>Reports to</b>	Senior Country Co-ordinator & Overseas Department Manager
<b>Location</b>	Isle of Coll
<b>Contract type</b>	Maternity cover, 12 months; full-time
<b>Salary</b>	£23,000 pa
<b>Benefits</b>	30 days' annual leave (inc public holidays), plus 6 days at Christmas & New Year Subsidised housing

### **Purpose of the role**

As part of the Overseas team you are responsible for the day-to-day running of a number of designated country programmes. You will provide guidance and support to Volunteers in the run-up to and during their long term overseas placement. You will liaise with nominated overseas representatives and act as the first point of contact in the UK for Volunteers and their parents.

### **Summary of main responsibilities**

- Provide support and guidance to a cohort of Volunteers in the lead-up to and during their long-term overseas placement, developing relationships with Volunteers and their parents/guardians
- Develop and maintain strong working relationships with overseas representatives and project hosts in each country of responsibility
- Respond to any overseas emergency or other problems as and when they arise and liaise with the appropriate senior officer whilst doing so
- Undertake at least one visit to Volunteers in each country of responsibility per year
- Assist with sourcing and visiting potential new projects
- Responsible for pre- and post-departure administration, including visa applications
- Participate in the selection of Volunteers and contribute to the decision-making process with regard to the placing and pairing of Volunteers
- Update and deliver training courses to Volunteers prior to their departure overseas
- Administration and delivery of sessions during post-assignment Debriefing
- Administrative tasks associated with all of the above
- Within the job holder's skills and abilities, support the Overseas Director and CEO as required in other tasks or activities which contribute to the achievement of Project Trust's objectives and its development.

## **Person Specification**

### **Essential**

- Commitment to Project Trust's purpose, approach and ethos
- Experience of working and/or living in an overseas environment
- Excellent planning and organisational skills, with the ability to prioritise workload
- Ability to work autonomously on own initiative both reactively and pro-actively as well as part of a multi-disciplinary team
- Excellent interpersonal and communication skills, written and verbal, and ability to communicate with a range of audiences
- Excellent customer service skills, with a commitment to providing an outstanding service to Volunteers and third parties
- Experience in delivering presentations to a range of stakeholders
- Good judgement and decision-making skills with the ability to work under pressure
- Working knowledge of Microsoft packages and a variety of social media platforms
- Ability to travel within the UK and overseas
- Willingness to undertake work outside standard office hours
- A full clean driving licence
- The right to work in the UK

### **Desirable**

- Recognised mental health and/or counselling qualification, or demonstrable equivalent experience
- Recognised education qualification, or demonstrable equivalent experience
- Experience of working with and developing young people
- Knowledge and understanding of the voluntary and charitable sector
- Experience of running small projects
- Foreign language skills

## **Conditions of Service**

The appointment will be made subject to Project Trust's detailed terms and conditions of employment. Candidates should be aware that:

- This is a maternity cover post for a fixed term of 12 months
- The post holder will be required to obtain an enhanced Disclosure Scotland check (PVG)
- Any offer of appointment will be made subject to the receipt of satisfactory references

**To apply**

Completed application forms, together with an equal opportunities form and self declaration form, should be returned to [jil.mcmeekin@projecttrust.org.uk](mailto:jil.mcmeekin@projecttrust.org.uk) by midnight on Sunday 8 December 2019, with 'Country Co-ordinator Application' in the email subject line.

First round web-conferencing interviews will take place in the week beginning 9 December 2019 followed by final interview of shortlisted candidates on the Isle of Coll in the week beginning 16 December 2019. The start date will be mid-January 2020.

*Project Trust recognises the positive value of diversity and we welcome applications from people of all backgrounds.*