



Training & Volunteer Development Coordinator

- **Vacancy for:** 2
- **Posted on:** July 1, 2017
- **Deadline:** April 12, 2016, midnight

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : entry
Offered Salary : None

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

-

Job Description

We are looking for 2 motivated, people orientated candidates who are experienced in delivering training in an innovative, informative and learner centered manner. The right candidates must have worked extensively with young people and will be a good problem solver, facilitator, able to manage conflict in team situations and provide advice and guidance to volunteer managers on how to work with young people to resolve personal and professional issues.

Ideally you will also have some background in social work/development or a very strong demonstrable interest in social work/development through volunteering. You will also have some experience of line management.

You will be working as part of a team of 4, two Nepali and 2 UK so you must be a good team player and have strong spoken and written English skills. You must also be conversant with Microsoft Office Word, Powerpoint and Excel to a good level. You will be willing to learn new ways of training and be adaptive and responsive in your training methods.

The role will require you to regularly travel to remote areas and you must be willing to stay in basic conditions, including camping and host homes. You may also be required to undertake trekking activities and other outdoor activities as part of your work.

The main responsibilities of the role will be:

- Delivering high quality, innovative training
- Developing new training for youth led activities
- Facilitating learning for volunteers and volunteer managers
- Managing training schedules and the participants
- Supervision of Volunteer Managers and volunteers
- 1-2-1 reviews with managers and volunteer teams
- Monitor WASH & Livelihood programmes delivery
- Participate in Selection and Assessment Days for volunteers and managers
- Report writing and evidence gathering for Quality Assurance purposes
- Attend recruitment events and actively promote Raleigh International Nepal
- Extensive travel to the project districts to undertake support visits and ward assessments

Job Specifications

- 6 month contract with possibility of extension for the right candidate
- Coordinators are expected to live at the Country Office for the duration of the contract. We will provide all food, accommodation (dormitory) and transportation costs whilst on Raleigh International Nepal business

- Coordinators will work 6 days a week, with a day off normally on the weekend but where required this can be changed with prior notification. Coordinators are allowed to return home on the night before their day off and return at 09:00 the following morning
- Bachelor's Degree in relevant subject
- Aged 25 years +

Coordinator position is a volunteering opportunity with some honoraria (modest stipend) and a few other fringe benefits as per Raleigh International Nepal policy".

Applying Procedure

Apply Link : <https://merojob.com/training-volunteer-development-coordinator/>

Generated By

