

Job Description

Post Title:	Administrator – Volunteer Programme
Location:	This role is based at the GB National Office in Banbury, Oxfordshire.
Hours:	The post holder will work on a part-time basis although some flexibility may be required.
Purpose:	To contribute to the mission of Habitat for Humanity through the provision of the highest quality administrative support for the volunteer programme.
Responsible to:	Operations Manager (Volunteer Programme)

Duties

To provide an administrative service to the volunteer programme through:

1. Professional and timely communication of operational information and documentation to internal and external stakeholders as necessary to perform the role.
2. Liaising with other HFH offices and research through web/intranet sources obtain information to assist in the production of:
 - a. Trip Budgets
 - b. Volunteer itineraries
 - c. General country information
 - d. Home partner profiles
 - e. In-country manuals
 - f. Medical/Foreign & Commonwealth Office travel advice
 - g. Visa information
3. The procurement of flights for volunteer trips liaising with the organisations travel partner, volunteer trip group organisers, individual trip participants and host countries.
4. The creation and maintenance of files and records for each volunteer trip, in both electronic and paper form.
5. The creation and maintenance of database records relating to volunteer trips.
6. Providing content and information to be uploaded on the organisations website relating to volunteer trips.
7. The creation and maintenance of volunteer trip fundraising pages on the organisations systems.
8. The arranging and verification of CRB checks where required.
9. To assist the Operations Manager with the delivery of team leader training, volunteer orientation, first aid training, supporter reunions and the maintenance of key relationships.
10. Other administrative duties as may occur from time to time to perform the role.
11. As part of the fundraising and marketing department provide occasional assistance as required.

Staff Responsibilities: None

Person Specification

Post Title: Administrator – Volunteer Programme

The successful candidate will possess a desire to make a significant contribution to the organisation, its vision and mission, and therefore the people it serves. They will be a person with a warm and enthusiastic manner who is self-motivated and proactive; with demonstrated ability to work well within a team, with empathy for the Christian values of Habitat for Humanity.

Experience

Strong organisational and administrative skills.

Demonstrated ability to deal with people at all levels and from diverse cultural backgrounds.

High level of computer literacy.

Skills and Aptitudes

Excellent organisational and administrative skills with attention to detail and accuracy in all aspects of work.

Excellent communication skills (both written and spoken) and ability to represent the organisation effectively both internally and externally.

Excellent interpersonal skills, capable of building and developing relationships with volunteers, team leaders, Area Office and international staff.

Ability to work with minimum supervision.

Flexibility to work on a range of tasks across the working week in order to ensure deadlines are met in all areas of the department.

Good time management – the ability to prioritise tasks.

Capable of being self-supporting in IT and ability to learn new skills.

Attitude

Commitment to eradicating poverty and optimism for change.

Flexible approach. Reliable.

Work to serve others. The ability to identify others needs and act accordingly.

Self aware and self motivated to develop personal skills.