



Job Title:	Programme Coordinator- Mission Possible
Department:	International Development
Responsible to:	International Programmes Manager
Location:	Birmingham, UK
Salary:	£16,000 - £18,000 (Negotiable based on experience)
Duration:	1 year contract (with the opportunity for a longer term contract)

Purpose of the Post

Alongside Islamic Help's programmatic work in Africa and Asia, Mission Possible is working with young people in the UK providing a range of opportunities to participate in international development through fundraising and the volunteering overseas. The Mission Possible Programme Coordinator will ensure a high level of programme quality.

Specifically, the coordinator will manage the recruitment, fundraising, training & support of young people selected and lead a team of volunteers on an international aid deployment in Africa and Asia. As part of this post, the coordinator will coordinate with colleagues around the globe to ensure consistency and quality of the MP programme internationally.

JOB DESCRIPTION

- To coordinate the recruitment, selection, support and training of UK Based volunteers.
- To work in conjunction with colleagues in the fundraising department and other departments at Islamic Help to facilitate the volunteer in fundraising locally.
- To liaise with country managers in Africa and Asia for the strategic and operational planning for volunteer deployment and engagement overseas.
- To oversee the programme budgets and all related administrative tasks including booking flights, visas, insurance, processing invoices, and managing databases.
- To lead a team of volunteers on deployments abroad to developing countries.
- To ensure up to date and accurate information is collected and disseminated to all UK departing volunteers during recruitment and prior to departure.
- To implement effective reporting and evaluation tools to measure the progress, impact and success of the Mission Possible programme.
- To work to increase Islamic Help profile so that we are recognised as one of the leading agencies in offering volunteering opportunities in international development
- Develop a returned volunteer network to assist with promoting at schools, universities and fairs
- Coordinate contact for all enquiries from potential volunteers. Build and maintain relationships with schools, universities & private sector employers for potential volunteers.
- Any other duties that commensurate with the accountabilities of the post

JOB SPECIFICATION

1.	QUALIFICATIONS AND TRAINING	
	Educated to Degree level or equivalent	Desirable
2.	EXPERIENCE	
	Experience of planning, developing and managing projects or programs	Essential
	Experience of marketing and/or motivating people to volunteer – either in a volunteering capacity or professional capacity	Essential
	Experience in facilitation of training sessions and public speaking	Essential
	Experience in fundraising	Essential
3.	SKILLS AND KNOWLEDGE	
	Good written and verbal communication skills in English are essential.	Essential
	Positive approach to problem solving;	Essential
	IT literate with knowledge of Microsoft applications, and ability to learn to use new programmes	Essential
	Knowledge of Millennium Development Goals (MDGs).	Desirable
	Knowledge of office systems and practice	Essential
	Some knowledge of how NGO's respond to emergencies and disasters;	Desirable
4.	ABILITY	
	Ability to communicate effectively with stakeholders	Essential
	Ability to work on own initiative	Essential
	Ability to work under pressure to tight deadlines and adapt to change.	Essential
5.	COMMITMENT	
	Commitment to equality of opportunity and diversity.	Essential

Please signify your acceptance of this job description by signing below and returning a copy to the Employer

Employee: _____

Date: _____