

Role Description – International Programmes Volunteer (Marketing)

Overview and Terms

Role title	International Programmes Volunteer (Marketing)
Date reviewed	October 2012
Purpose	To provide monitoring and evaluation, marketing support to the International Programmes team
Responsible to	International Programmes Coordinator
Working with	Colleagues, members and external contacts as necessary
Location	RedR UK 250a Kennington Lane, London SE11 5RD
Period	6 months minimum
Hours	3 days per week
Expenses	This is an unpaid position however; RedR will reimburse lunch expenses up to £5 per day and also reasonable travel expenses.
Incentives	Valuable experience in the humanitarian/ disaster relief sector, professional and personal development and the possibility of attending relevant chance RedR courses and talks.

RedR and the work we do

Every year, hundreds of millions of people around the world are affected by natural disasters and conflict. RedR is an international disaster relief charity which saves lives by giving aid workers the vital skills they need to do their jobs to the highest possible standard. We train thousands of people each year in everything from providing emergency shelter to staying safe in the field, from project management after emergencies to essential water and sanitation skills and more. And we provide experienced, professional aid workers from our pool of 1700 Members to support emergency response and longer-term humanitarian programmes worldwide.

Main duties and responsibilities

- Provide administrative support in collating, monitoring and evaluating data from the field offices;
- Manage the training calendar on RedR website and coordinate upload of information with focal points in country programmes;
- Explore additional marketing opportunities of the training courses run by the country offices;
- Provide administrative support in collecting impact assessment data;
- Optimise the electronic filing system;
- Organise departmental meetings and preparing minutes;
- Liaise with other departments within RedR ;
- Provide general administrative support and assist in specific projects and activities within the International Programmes department as they arise;

In addition to the above mentioned duties Volunteer will have a chance to undertake specific side projects or activities depending on Volunteer's own professional interests and needs of IP department.

Person Specification

- An interest or experience in international relief and development
- A commitment to our humanitarian mission and values
- Previous cross cultural work/voluntary experience
- Good MS Office skills in the use of email, internet, Word and Excel
- Good knowledge of Quark
- Good knowledge of or willingness to learn development of website content
- Good written communication skills i.e., writing course factsheets, programme overviews etc
- Initiative, enthusiasm and a proactive, problem-solving approach to new challenges
- Able to undertake administrative tasks like document and information collation, filing, creating word documents, excel spreadsheets
- Ability to communicate clearly and effectively with colleagues from diverse cultural backgrounds
- Cheerful, hands-on and methodical attitude