



Description of Volunteer Project and Person Specification

Title	International Emergencies and Conflict Team Volunteer
Volunteer Schedule	2 days a week (14 hours). Ideally 3 months (September 2011-December 2011)
Recompense	Unpaid, a daily allowance of £5 will be offered for lunch and reasonable local travel to and from office will be reimbursed
Reporting to	

Context

ActionAid doesn't just tackle the effects of poverty. We also change what keeps people poor.

ActionAid improves people's lives every day. But we know that's not enough. So we work relentlessly to change whatever is keeping them trapped in poverty. This means we have a better chance of ending poverty for good.

ActionAid International is looking to recruit a volunteer to support the International Emergencies and Conflict Team (IECT). If you are interested in being part of this exciting, international non-government organisation and feel you have the passion and commitment to help us achieve our vision then we want to hear from you.

Key Tasks and Responsibilities

- provide administrative support to the IECT team including minute taking and filing
- assist with the co-ordination of team meetings including the scheduling of meetings, paper collation and minute taking
- maintain the team's intranet pages
- assist with the coordination and maintenance of the team's internal communications, including notice boards, organisational calendars and monthly calendars

Person Specification

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
Previous experience of providing administrative support and working in an office environment	Experience of SharePoint or similar intranet packages
A commitment to ActionAid's mission and values	Interest and knowledge of international development issues
Proficient use of MS Office (including Outlook, Word and Excel)	
Skills and Abilities	
Good attention to detail	
Good written and oral communication skills	
An ability to work independently	
A strong team player with a proactive approach	

What We Offer

- This role offers a great opportunity to gain a better understanding into how international NGOs work, as well as sharpening useful administrative and organisational skills
- Opportunities to attend ActionAid Learning Circles and gain insight from influential and experienced figures within the sector
- Opportunity to take part in ActionAid's latest campaigns

How to Apply

To apply please complete the attached application form and email to volunteering.UK@actionaid.org by **Thursday 25th August** with 'IECT Volunteer' as the email title.

The successful candidate will be expected to start in the week commencing **12/09/2011**.

ActionAid is an equal opportunities employer. We warmly welcome applications from all sections of the community and aim to promote diversity.

Only short listed candidates will be contacted. If you have not heard from us two weeks from the closing date, please assume you have been unsuccessful on this occasion.