Project Officer, Volunteering in Humanitarian Aid

Job Title: Volunteering in Humanitarian Aid Project Officer
Reports to: Programme Manager
Location: 12 Parliament Street, Dublin 2

Comhlámh is the Irish Association of Volunteers and Development Workers. Our mission is to foster good practice and critical engagement in volunteering and action for development. Comhlámh is the leading independent voice and source of information on volunteering for development in Ireland, and the coordinator and advocate for good practice in this area through the Comhlámh Code of Good Practice for Volunteer Sending Agencies. We work to promote and support volunteers and development workers to critically engage in volunteering and action for development, and to create societal and attitudinal change on development issues.

The role is an exciting new role with great potential for a person who’s interested in supporting standards in international and local volunteering, working to build capacity of EU volunteer sending organisations and volunteer hosting organisations in the global south, and to positively contribute to the development of the EU Aid Volunteers Initiative.

In 2013, Comhlámh contributed to the standards and certification process of the new European Union Aid Volunteer Initiative (EUAVI) managed by DG ECHO. Arising from this work, Comhlámh is now part of two interlinked project consortiums with a range of European and Global South organisations from Africa, Asia and Latin America. The aim is for these organisations to build their own, and each others’ capacity and achieve certification for the European Union Aid Volunteer Initiative.

The first project consortium (Volunteering in Humanitarian Aid – Sending Organisations) is led by La Guilde (France) and involves partners from nine EU countries\(^1\). It aims to improve Volunteer Sending organisations standards and procedures in volunteer management in order to achieve EUAVI certification. The project will work to share and build practices and create synergies between those specialized in humanitarian aid and those in volunteer management.

The second project consortium (Volunteering in Humanitarian Aid – Host Organisations) is led by France Volontaires and involves partners from three EU countries\(^2\) and partners including Caritas Ecuador, Red Cross - Burkina Faso, Burundi and the Philippines; Action Aid

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\(^1\) Cyprus, France, Hungary, Greece, Ireland, Italy, Latvia, Slovenia, UK
\(^2\) France, Ireland, Italy
Bangladesh. The project will support all partners achieve EUAVI certification while also building the capacity of global south partners to strengthen their local volunteering management processes in humanitarian work, with a focus on preparedness and rehabilitation responses.

Comhlámh is seeking to recruit a Project Officer to coordinate and lead our engagement with the two consortiums. The ideal candidate will be a self-starter and able to work off their own initiative. S/he will have a background in international development/humanitarian work with knowledge and experience of developing/implementing quality standards, preferably in relation to international volunteering or humanitarian activities. S/he will have knowledge of disaster risk reduction / disaster preparedness issues along with experience of community development approaches. Experience of project management and working with and coordinating international partners would be important along with and reporting to international donors. S/he will have experience of using consultative and participative approaches, possess excellent communication and analytical skills.

The position is being offered as a fixed term contract, concluding 30th September 2017. This is a 4-day a week role. The Project Officer scale ranges from €30,000 up to €45,000 pro-rata.

Application Procedure:

Please apply with a covering letter (max one page) outlining how you meet the criteria and a CV to recruitment@comhlamh.org, entering PO – EU Aid Volunteers in the subject line. Closing date for receipt of applications is Friday, 27th of November 2015 at 17:00 GMT. Interviews will take place on Tuesday 8th of December 2015.

Description: The Volunteering in Humanitarian Aid Project Officer will be based in Comhlámh’s Dublin office and will report to the Programme Manager. The main role of the Project Officer is the delivery of activities related to the two Volunteering in Humanitarian Aid Projects. This position involves travel in Europe and in Asia, and there will be occasional evening and weekend work. The post involves working as part of a team in Comhlámh and also as part of two international consortia, through close contact with and preparing reporting to the Programme Managers in La Guilde and France Volontaires. The role involves supervision and mentoring of a dedicated Civic Service volunteer, who will link closely with peers in eight EU countries, including through hosting learning visits to Comhlámh’s office. The work ultimately feeds into the implementation of Comhlámh’s strategic and operational plans.

Specifically, the responsibilities will include the following:

- Build up key expertise on the EUAVI certification requirements as laid down by DG ECHO, and stay abreast of practice and developments in the EUAVI
- Engage in consortia peer support meetings including preparing and facilitating inputs on key issues to do with volunteering management, good practice standards and capacity building for EUAVI certification
- Share learning with sending and hosting organisations around Comhlámh’s experience in developing, implementing and overseeing the Code of Good Practice for Volunteer Sending Agencies;
• Support reflection on Volunteering in Humanitarian Aid and the evolution of the EUAVI
• Contribute to learning on good practices related to Volunteering in humanitarian contexts through research and production of briefing papers
• Support partner organisations undertake self-assessment processes and provide critique of their work in this regard
• Support research of existing partner volunteering management processes and help identify gaps and capacity building needs
• Produce briefing notes and good practice guidelines for partners to utilise to support their analysis of their volunteer management processes
• Facilitate tri-lateral meetings of partners in Bangladesh and the Philippines
• Promote and share information and learning on the EUAVI with Comhláth Code of Good Practice signatory agencies
• Support the Communications Officer to grow public awareness in Ireland regarding the EUAVI initiative through social media engagement and media work
• Monitoring and evaluating programme activities, including quarterly reporting to the consortia coordinating organisations
• Ensuring that activities are managed within budget and report on expenditure as required
• Contributing towards the effective working of the team through consultation, support and shared working
• Working within the stated Mission, Aims and Objectives, and Policies and Procedures of Comhláth
• Inputting to planning, funding applications, evaluations and reports
• Manage and mentor the Civic Service Volunteer
• Maintaining records on database on a regular basis
• Representing the organisation externally as appropriate
• Carrying out such alternative duties as may be assigned by the Line Manager following consultation, from time to time

Comhláth has an Equal Opportunities policy and all employees are expected to develop an understanding of and commitment to equal opportunities.
## Personal Specification

### Qualifications
- Masters degree in Development / Humanitarian Studies, Social Research, Programme Monitoring & Evaluation, or related topic (or equivalent acquired learning)  

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### Experience
- An understanding of global development issues and the role of international volunteering  
- Volunteer / development work experience in the global south (minimum of 2 years)  
- Experience of co-ordinating and working as part of a network of international partners to assess needs, build capacity and encourage collaboration  
- Experience of implementing and/or developing quality standards  
- Experience of facilitating groups and understanding of group dynamics  
- Knowledge of child protection issues  
- Experience of relationship building with a range of stakeholders  
- Ability to research, analyse and produce reports  
- Experience of organising events and donor reporting  

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### Knowledge, Skills and Disposition
- Project management & delivery skills  
- Budget management  
- Facilitation skills  
- Presentation skills  
- Research and report writing skills  
- Interpersonal and communication skills  
- Organisational skills  
- ICT skills  
- Ability to work on own initiative and as part of a team  
- Ability to work to deadlines and under pressure  
- Flexibility in relation to working hours as some evening and weekend work will be required  
- Availability to travel overseas  

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