**Job Roles and Responsibilities**

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| Title: | **Assistant Project Leader –** Volunteer position (2nd, 11th and 18th July and from 23rd July – 17th August) |
| **Location:** | **S.A.L.V.E. International** Uganda (Jinja District) |
| **Key Expectations:** | * You will begin work on Monday 23rd July and finish on Friday 17th August.
* You will be required to attend two induction days on 11th and 18th July as well as supporting a selection day on 2nd July.
* You will be expected to work 5 days a week. This will usually be Monday to Friday but may involve one or two Saturdays. It is likely you will have to do some evening work.
* You will be expected to have good time keeping skills.
* You will be expected to work in a professional manner at all times.
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| **Expenses:** | This is a volunteer position and therefore not paid a salary. You will be reimbursed with 400,000 UGX for the month to cover your expenses. |
| **Job purpose:** | * Support the delivery of a selection day, and two training days for a group of 7 Ugandan volunteers.
* To provide support to a mixed group of 22 Ugandan and British volunteers undertaking their research projects around Jinja for one month (with a UK Assistant Project Leader in a peer position working alongside you).
* To meet daily with team members to check in and monitor progress.
* To offer support and input to individual group projects doing community mapping.
* To organise two holiday camps including schedule of different activities (with UK Assistant Project Leader).
* Coordinate team reports and community events on community mapping.
* To help oversee the budget, accountability and transparency of the money used for the community research project.
* To raise awareness and support for the work of S.A.L.V.E. International in Jinja and Uganda as a whole.
* To support other members of the S.A.L.V.E. team in their roles as needed with advice or assistance to ensure the overall aims of the organisation are met.
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| **Desired outputs of the role** | * To support a team of volunteers to complete community mapping and social enterprise research in and around Jinja to the best of their ability, and to run a successful holiday camp with your team, ensuring engaging, educational activities for children.
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| **Attainments** | **In order to be considered for this post you will have to demonstrate that you have:****Experience*** Experience of cross-cultural work.
* Experience of effectively leading a team.
* Experience of effectively dealing with conflict.
* Experience of working with vulnerable children.
* Experience doing community research.

**Qualifications*** Ideally educated to diploma level.
* Have attended relevant courses and training modules.

**Work based knowledge*** Practical experience of carrying out community research.

**Skills*** Excellent organisational skills, planning and implementation skills.
* Ability to lead and bring together a team of volunteers from mixed backgrounds.
* Able to work on own initiative, under pressure and to tight deadlines.
* Ability to problem solve and overcome challenges.
* Ability to support volunteers and inspire them to work to the best of their ability.
* Ability to think creatively to create activities to engage young people.

**Person specification:*** A Ugandan National who is fluent in English and has strong written skills
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