**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. |
| **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. |
| **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. |
| **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 |