

S.A.L.V.E. International is a UK and Ugandan based charity supporting children to stop living on the streets in Uganda. We do this through support, love, family reunification and education.



Dear Candidate,

Thank you for your interest in the part time role of Communications and Administration Officer at S.A.L.V.E. International. This is a 14 hour a week role which would be perfect for someone looking for a flexible job based in Manchester (UK) that makes a big social justice impact. This would suit someone with family responsibilities or who is studying a part time masters course for example, who needs a job role that fits in around their other commitments. You could work it full time over two days or part time over 3, 4 or 5 days a week.

You will be working in a small and dedicated team to play a vital role in the charity's international development programmes in Uganda.

You will be expected to be resourceful, hard-working and adaptable. We are looking for someone who is dedicated to finding solutions while maintaining a consistently positive outlook.

In exchange, we can offer you hands-on experience of working in an International Development charity with a deep insight into the running of the organisation as well as a high level of autonomy.

It's vital that you are self-motivated and able to work unsupervised to meet deadlines to a high standard, as the Charity CEO will sometimes be out of the country.

We have created this pack to give you lots more information about the role and what we are looking for in a candidate.

Tell me more about S.A.L.V.E. International:

- ❖ We believe that no young person should have to live or work on the streets.
- ❖ We believe that young people who have lived and worked on the streets deserve the chance to fulfill their potential.
- ❖ We believe that young people on the streets should have trustworthy, supportive adults around them.

We offer a holistic and individualised range of programmes that enable us to build strong trusting relationships with children living on the streets of Jinja so that we are able to help them move off the streets and successfully settle back home with their families.

Our Street Outreach Team uses a combination of street walks, sports sessions and our Drop in Centre to get to know the children living on the streets. Many of the children on the street have been mistreated by the adults



in their lives who were meant to look after them, and therefore find it very difficult to trust new adults. We want to show them that there are adults out there who care for them and who they can trust.

Once we know a child well enough and they feel able to trust us, we can plan together with them, about how we can help them successfully leave the streets. In most cases, a child may be referred to our Halfway Home or Drug Rehabilitation Centre, where they can stay temporarily as they adjust to life away from the streets, access further counseling and prepare to return to their families. In other cases, children prefer to be home traced directly from the streets. Our programme is individually adapted for every child to give them the best possible chance of success.

When a child is ready to be home traced, one of our street outreach workers goes with the child for a home tracing visit, and in most cases, they are able to resettle a child back within their extended family. For those few who can't be resettled immediately, they are able to stay at our Halfway Home whilst we look for alternative relatives or foster families and may be enrolled into school whilst we do so.

Once resettled, we give further counselling to help them to rebuild their family relationships. We assess the family situation to see if there is need for educational support from S.A.L.V.E. and whether the family would benefit from our business empowerment programme, where we offer small business training and start up packages to help the family increase their income and support their child at home.

We are members of advocacy bodies such as The Consortium for Street Children, which challenge discrimination against homeless young people. We have also run training and action days in Uganda for members of the local community, including local schools and the local police, who hold negative views of children on the streets.

In November 2015, S.A.L.V.E. won the British National Council for Voluntary Organisation's Winifred Tumin Award for Good Governance. We are committed to excellent governance so as to deliver the maximum impact possible.

Watch our award winning video here to see our work in action: www.youtube.com/watch?v=J6ikf2HE4yY

Please look at our [Annual Reports](#) and our website for more details about our current work, future plans and where we get our funding from.



Tell me more about the Job Role:

If you want a flexible part time international development job where you know that your work is leading to positive change in the lives of street-connected children, then this could be the job role for you!

We are looking for someone who is a story teller and loves to communicate with many different audiences. Within the role you are going to be communicating with a wide variety of people to help to demonstrate the impact of the work we are doing, this involves posting on social media, report writing, basic website editing, e-newsletter writing, and short video making etc. We are looking for someone with excellent writing skills and a good sense of how to edit and adapt content through basic design programmes to get messages across clearly and in an engaging fashion.

We also need someone who is well prepared, has excellent attention to detail and believes passionately that no one should have to live on the streets. You will be doing important tasks such as sorting and sending out sponsor letters, updating monitoring spread sheets and proof reading reports. You must be well organised to ensure that work is completed on time and in priority order and also look for ways to improve our systems where ever possible.

You will be joining a wonderful team in the UK and Uganda. We currently have two paid staff and a variety of volunteers in the UK plus a team of 23 staff and volunteers in Uganda. Your views will be valued and you will get the chance to work together within our team to problem solve and suggest ideas to improve our programmes at every step of the way.

There will be times when the CEO is in Uganda and you are in the UK, so you need to be self-motivated and able to work remotely from your team. In the UK we work in a shared co-operative office in Hulme (Manchester) called [Openspace Co-operative](#). It is important to us that the person doing this job role is based in Manchester and can easily access the office.

In Uganda we have two rented Drop in Centres for children still on the streets and our main site is in Namulesa. We try to create an enjoyable working environment. This is our main site in Uganda: <https://www.youtube.com/watch?v=sc2ZXStmWBo>. We would discuss possibilities of going to Uganda to see our work in action after a year of successfully being in the job role.

There will be lots of opportunities for you to learn through the role, as it could support any part of our work within the organisation. You will work closely with our CEO and we will look for as many ways as we can to help you to develop in the role.

How can I apply:

Please note: This job role is only available to people who already have the right to live and work in the UK. Sadly, we are not able to help someone to move to the UK or get the right to work in the UK to do the role.

Please send your up to date CV (maximum 2 pages) and a 1 page covering letter that clearly demonstrates how you meet the Job Specification below and how you would hope to fit this job in around your other commitments to info@salveinternational.org

The deadline is midnight **Sunday 8th December 2019**. Shortlisted candidates will be asked to complete a written exercise in advance of the interview. The interview date for shortlisted candidates is: **Thursday 19th December 2019**.

The start date is: **As soon as possible depending on your notice period and after collecting references.**

There is a 6 month probation period with this job role.

Title:	Administration and Communications Officer
Location:	S.A.L.V.E. International Offices: UK (Manchester)
Reporting to:	CEO
Job purpose:	<ul style="list-style-type: none">• To deliver on our communications plan to a high standard.• To deliver our supporter care plan and support new and existing supporters to a high standard so they are inspired and understand the impact their generosity is helping S.A.L.V.E. to achieve.• To support volunteers of a wide variety of skill sets to help S.A.L.V.E. to better achieve our aims and objectives in a variety of roles.• To offer administrative support to the CEO, to best meet S.A.L.V.E.'s aims and objectives.• To proof read funding bids to Businesses, Trusts and Foundations and also reports back about grants that have been awarded to S.A.L.V.E.• To work with the S.A.L.V.E. team as required developing and improving our existing programmes of work to best benefit our service users.• To raise awareness of the work of S.A.L.V.E. International and be an ambassador for us in the community.
Key activities:	<p>The following activities are intended as a guide to the main responsibilities of the post and are not an exhaustive list of duties and tasks. To carry out these activities you will be working together with and given support by the CEO. The post-holder may be required to undertake other duties that are not listed below, at the direction of their manager. The job description may be amended from time to time after consultation with the post holder.</p> <ul style="list-style-type: none">• Delivering the communication plan of the organisation. This will include editing and updating the website, writing posts for social media on a daily basis (including Facebook, Twitter and Instagram) and writing our monthly e-newsletters. This can also include writing inspiring stories or blogs and editing videos and photographs.

	<ul style="list-style-type: none"> • Administer our Educational sponsorship system. Including sending out welcome packs to new sponsors, sending out Birthday and Christmas reminders to sponsors, posting out sponsor letters and reports to sponsors, keeping sponsors data up to date on our database etc. • Offering high quality care to our supporters; especially our fundraisers, donors and educational sponsors. Making sure they are kept up to date with the difference their support is making and answering their questions. Helping to encourage more people to start supporting S.A.L.V.E. too. • Managing volunteers in the UK to help to build the capacity of the organisation as needed who are helping in administration or communications. • Work with the S.A.L.V.E. team to deliver on our strategic plan. Contribute to its review and improvements over time to maximise the organisation's impact with our service users through regular evaluation and learning reviews where required. • Offer administrative support to our CEO as needed on a variety of projects at different times in the year. This could include tasks such as working on our annual report, printing papers for board meetings, preparing equipment for a supporter event etc. • Proof reading funding applications and reports to Trusts, Foundations and Corporates to secure funding for our work as needed, both to continue existing programmes of work and develop our programmes.
Special Job Circumstances:	<p>This post has the following special circumstances:</p> <ul style="list-style-type: none"> • Willingness to travel across the UK when necessary. • Willingness to work some unsociable hours. <p>(Please note: if you have difficulty meeting these conditions because of a disability or family circumstances the appointing manager will discuss it with you in order to see whether it is possible for reasonable adjustments to be made to the job or working conditions)</p>
Attainments:	<p>In order to be considered for this post you will have to demonstrate that you already have:</p> <p>Skills (essential):</p> <ul style="list-style-type: none"> • Ability to inspire and share the story of our work to our supporters. • Excellent administration and organisational skills. • Well organised time management, forward planning and implementation skills. • Ability to work well with other team members across the world in person and remotely. • Excellent written and oral communication skills. • Excellent attention to detail. • Able to work on own initiative, under pressure and to tight deadlines.

	<p>Experience:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Excellent IT Skills including a wide range of software packages such as Excel, Word, Wordpress (preferable). Being very familiar with the internet and open to learning new software to use in your job role such as basic video, photo and website editing if you don't already know them. • Experience in writing high quality reports for different audiences with a high level of attention to detail. • Proven commitment to first class relationship management and team work. • Demonstrable experience in doing administration and communications work. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Educated to degree level or above. • Communications and administration work experience: minimum 1 year. • Knowledge of Uganda and its culture through having spent time there. • Knowledge of international development, homelessness, social entrepreneurship, social work and/or addiction. • Video, photography and WordPress website editing experience. • Experience in producing content for social media to build engagement with an audience. • Experience in managing people, especially volunteers and delegating tasks.
<p>Relevant Personal Characteristics :</p>	<p>So that you can succeed in this role in the Charity you will require:</p> <ul style="list-style-type: none"> • An understanding and acceptance of the principles and values of the organisation. • A love of the charity sector and international development. • A real desire to meet targets and achieve success. • Confidence to be an ambassador and speak on behalf of the charity. • A team player and a good listener. • A sense of humour. • A problem solver. • A fast learner. • A positive attitude. • Cultural awareness and understanding.
<p>Salary and Benefits:</p>	<ul style="list-style-type: none"> • £9.30 per hour aka The Living Wage Foundation hourly rate for those living outside of London for 14 hours per week. Please note this is pre-tax and National Insurance contributions. • 78.5 hours (11.2 days) holiday per annum (pro rata based on 20 days holiday plus 8 bank holidays for working a 35 hour week). • Pension (contribution based on current UK employment law) if you wish to do so. • Travel expenses, where they have been agreed in advance. • There will be a probation period of six months with this job role.