

## International Programmes Assistant (voluntary)

This voluntary role is a great opportunity if one of the following applies to you:

- Interested in the **International Development** sector and want to gain some quality, office-based experience to add to your CV and help you get a foot in the door?
- Keen to **make a difference** and gain experience as part of an **award-winning charity with a global reach**? We support young people in over 100 countries!
- Passionate about **education** as a force for **fighting youth unemployment** worldwide?
- Interested in **entrepreneurship and start-ups**, particularly as a method of fighting poverty?

A little bit about us:

[Teach A Man To Fish](#) is an international educational charity with one all-encompassing mission: to empower young people with the skills they need to succeed in school, work and life. We use our school-business model to guide young people and their teachers in the planning and setting up of student-led school businesses that are both educational and profitable. Since 2006, we have supported over 438,000 young people and trained 19,000 teachers through our programmes to set up school businesses which have generated more than \$2,000,000 in income! In 2020, in response to the COVID-19 pandemic affecting schools worldwide, we launched a new programme: the Enterprise Adventure, a free mobile app for teenagers who want to learn about business and have a positive impact on their community.

The role:

We are looking for **one or two volunteers** to support the work of our Global Programmes team. The ideal candidate will be available to volunteer for at least **15 hours per week for 2 – 3 (or more) months**. If you are based in London, you are welcome to volunteer from our office in Finsbury Park, otherwise you may volunteer from home if you prefer.

You will have the opportunity to get involved with a wide variety of tasks depending on your skills, interests and the time of the year. These include but are not limited to:

- Helping to deliver our marketing strategy (e.g. social media content creation, website updates, carrying out research to increase our reach)

- Helping to deliver our communications and engagement strategy to programme participants (liaising with and engaging young people and teachers through newsletters, blog posts, social media, videos and WhatsApp)
- Supporting with coordinating the review of the School Enterprise Challenge, the Enterprise Adventure and the Trash To Cash Challenge submissions and sending feedback and certificates
- Contributing to the Monitoring & Evaluation of the programmes through data analysis to inform donor reports and programme improvements
- Gathering and analysing feedback from programme participants (for example through surveys and 'user testing' sessions on Zoom)

The successful candidate(s) will have excellent written and verbal communication skills and a positive can-do attitude, with lots of initiative.

In return, Teach A Man To Fish can offer a stimulating environment with plenty of opportunity to learn more about the development sector and the operations of a small international NGO with a large reach. With all our volunteer placements we try to tailor work to the candidates' areas of interest and provide valuable career guidance and advice. Lunch allowance will be provided.

### Volunteer specification:

#### **Essential:**

- A passion for international development and education/entrepreneurship
- Ability to work independently and as part of a small team, with minimal supervision
- Excellent use of written and verbal English
- Experience with Microsoft Word, Excel and Google Suite
- Proven ability to problem solve and multi-task
- Well-developed organisational skills
- Access to a computer/laptop with stable internet connection

#### **Desirable:**

- Fluent in Spanish
- Social media / design / video editing / blogging skills
- Experience of volunteering or working in a developing country

### Terms:

**Location:** Our office in Finsbury Park or remote.

**Hours:** 15 hours per week. You can fit your volunteering around other commitments (e.g. holidays, studies or another job) and choose whether you would prefer to volunteer for 2 or more full days a week, or spread the hours over more weekdays. The time commitment is flexible, so please state your availability in your cover letter.

**Length:** Minimum 2 months with the possibility of extension. Starting at the end of July/early August. A commitment of 3 months is preferred.

**Basis:** Voluntary position. Lunch allowance will be provided.

Application process:

**Interviews will be conducted on a rolling basis as applications are received.** We encourage you to apply as soon as possible and no later than Monday 24th June, 2024.

To apply, please send your **CV and cover letter** outlining why you are suited to the role and your time availability through CharityJobs.