

# Job Description: Coordinator Role

**Position:** General Coordinator

**Organisation:** Roots

**Location:** Northern France

**Commitment:** Minimum 6 months

**Compensation:** Includes food and accommodation. A small stipend may be available, but is not guaranteed.

**Reporting to:** Off-site Manager and Trustees

**Working with:** Volunteers, Other Coordinators, NGO Network Managers

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## Role Overview

As a Coordinator with Roots, you will play a pivotal role in ensuring the smooth operation of our NGO. This involves managing the team, handling administrative duties, and collaborating with other coordinators and off-site management. Your role is integral to the day-to-day functioning of our services and the support of vulnerable displaced people.

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## Key Responsibilities

### 1. Field Services Management

- **Scheduling and Organising:** Oversee and manage schedules, drivers, and vehicle allocations.
- **Volunteer Coordination:** Recruit, onboard, and train new volunteers.
- **Adaptability:** Handle dynamic camp environments, particularly during evictions and other disruptions.
- **Field Work:** Maintain and repair field equipment, ensure high standards of cleanliness, and assist with daily tasks when volunteer numbers are low.

### 2. Warehouse Operations

- **Team Leadership:** Lead and coordinate warehouse activities, ensuring commitments are met, such as the WASH project tasks (e.g., washing towels and flannels).
- **Health and Safety:** Conduct morning briefings covering safety protocols and task delegation.
- **Maintenance:** Ensure the warehouse is organised, cleaned, and well-maintained.

### 3. NGO Networking

- **Collaboration:** Maintain positive and supportive relationships with other NGOs in the area.
- **Communication:** Act as a liaison between Roots and other organisations, facilitating mutual support and cooperation.

### 4. Administrative Duties

- **Fundraising and Proposals:** Assist with fundraising efforts, grant proposals, and communication with donors.
- **Policy Adherence:** Ensure safeguarding policies and procedures are consistently followed.
- **Documentation:** Manage volunteer agreements, driving licenses, petty cash, and receipts.
- **Meetings and Briefings:** Attend weekly coordinator meetings with the manager and conduct daily debriefs with the team.
- **Training:** Provide comprehensive training for new volunteers once you are qualified.

### 5. Equipment and Vehicle Oversight

- **Maintenance:** Regularly check and maintain equipment and vehicles.
  - **Logistics:** Oversee the allocation and condition of resources.
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## Daily and Weekly Tasks

- **Waste Collection and Management:** Oversee daily waste collection and disposal.
  - **Water Point Management:** Fill and maintain water points.
  - **Community Hub Operations:** Manage shower facilities and oversee charge and WiFi services.
  - **Admin and Social Media:** Handle administrative duties and maintain an active social media presence.
  - **Meetings:** Participate in weekly catch-up meetings with management and daily team briefings.
  - **End-of-Day Debriefs:** Conduct daily debriefs to review the day and address any concerns.
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## Additional Responsibilities

- **Volunteer Support:** Be available to discuss policies and procedures with volunteers, providing guidance and support.
- **Operational Efficiency:** Continuously evaluate and improve operational processes to enhance effectiveness.

- **Well-being and Morale:** Foster a respectful and collaborative work environment that supports the well-being of all team members.
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## Qualifications and Requirements

- **Driving Experience:** Must be able to drive and have at least 3 years of driving experience (for insurance purposes).
  - **Commitment:** Minimum commitment of 6 months, with longer terms preferred.
  - **Flexibility:** Able to adapt to a changing environment and diverse tasks.
  - **Team Player:** Comfortable living and working closely with team members.
  - **Communication:** Strong interpersonal and communication skills.
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## Benefits

- **Accommodation:** Private bedroom provided.
  - **Food:** Meals covered by the association.
  - **Time Off:** Two days off per week (not necessarily consecutive) and a week off every 5 weeks.
  - **Support and Training:** Comprehensive training and support provided, with opportunities for personal and professional development.
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Roots is a dynamic and evolving organisation, committed to providing support to displaced individuals. Join us in making a difference while growing professionally and personally in a supportive and collaborative environment.

This job description is a living document and may be updated as the needs of the organisation evolve.