

CONCORDIA UK

CONCUKMTV01

MEDIUM TERM VOLUNTEER

SPRING/SUMMER OFFICE ASSISTANT 2013

APPLICATION PACK

CONCORDIA UK

19 North Street, Portslade, Brighton, UK

MTV - POST DESCRIPTION

Concordia is a small not-for-profit charity that organises short-term international volunteer projects. We work with many partner organisations across Europe, Africa, Asia and North and South America. Projects range from environmental to social in theme. In 2013 we are hoping to send up to 200 volunteers abroad and host up to 25 projects in the UK.

In order to do this successfully we are looking for a medium term volunteer to help out in the office over the busy 5 month period **from March to August / September 2013 (exact dates to be confirmed on successful application)**. The volunteer would be based at the Concordia office working along side four members of staff. The volunteer would work from 9-5 Monday to Friday during the quieter periods. However, during the very busy period (May/June) it may occasionally involve working longer hours or the odd weekend. Time will be given off in lieu if this is the case. The work will vary depending on the time of season but will focus mainly on the following:

- preparation of the international programme
- dealing with telephone enquiries
- dealing with general enquiries (letter and emails)
- dealing with incoming and outgoing placements – contacting partner organisations and volunteers by e-mail, fax, phone and letter
- helping out with co-ordinator training and volunteer preparation weekends
- general administrative work

The MTV will also be expected to co-ordinate a UK Project the details of which will be agreed when they arrive at Concordia and they will attend the co-ordinator training weekend in preparation for this.

Accommodation Concordia will pay for accommodation up to a maximum of £90 per week. In addition, a living allowance of £55 is paid weekly. The volunteer, with assistance will need to find their accommodation and this can be in either in a shared house or with a family.

Insurance will be provided by Concordia but volunteers are advised to take out their own personal travel insurance as personal property will not be covered. Volunteers from the EU are advised also to bring their EHIC card.

Holiday may be taken after 2 months work have been successfully undertaken so long as it is at a convenient time agreed with the Programme Manager. This means the volunteer is entitled to 4.5 working days holiday over 4 months. In addition there will be 2 public holidays in May.

Location: The Concordia office is situated in Portslade, East Sussex only a few kilometres from the lively tourist resort and student town of Brighton. More information about the town itself can be found in the section on Brighton.

Travel Expenses: Concordia will pay the MTV's travel expenses from the port of arrival in the UK to Brighton and return. We cannot reimburse travel expenses incurred on getting to the UK. Once in Brighton Concordia will provide a bus pass for the first month only and then a bicycle will be available for use to and from the office.

Office environment: The volunteer section is quite small with only 4 staff members. Our office is upstairs from Concordia Farms; which is the Charity's main concern. Concordia's Farm scheme funds the running of the volunteer programme. The Concordia Farm scheme places around 8,000 non EU students on farms in the UK to do paid seasonal agricultural work. There are 11 members of staff working on the Concordia Farm programme, which runs quite separately from the volunteer programme. As the Concordia Farm scheme has a more commercial focus the office environment is quite a formal one.

It is important to point out that volunteers rarely visit the Concordia office and applications are made by post or email. Most contact with volunteers takes place over the phone and during the preparation and training weekends.

Applicant requirements:

- Ability to communicate effectively in both spoken and written English even in pressured situations.
- Aged 21+
- Word processing skills
- Ability to use a computer, and preferably familiarity with Microsoft Office, Access and Excel
- Previous volunteer project experience
- Organised approach
- Good communication skills
- **Confident and independent nature**
- Sense of humour

Any interested volunteers should send the enclosed application form along with **a short motivation letter** to their sending organisation (the organisation who sent you this information). **Please do not apply directly to Concordia.**

We look forward to hearing from you

The closing date for applications is 9th November 2012

Selected applicants will have to do a phone interview in English (date to be set but it will be approximately 1 -2 weeks after the closing date for applications). The successful applicant will be contacted by the beginning of December 2012.