



Job Description:

Placements Programme Administrator

Overview

Employer:	Engineers Without Borders UK (EWB-UK) by secondment from RedR
Job title:	Placements Programme Administrator
Post:	Part-time at three days per week (60%)
Date issued:	7 th March 2008
Purpose:	To support the EWB-UK Placements Programme
Responsible to:	Placements Programme Co-ordinator
Working with:	Placements Programme Team
Location:	Cambridge

Introduction

Engineers Without Borders UK is a student-led international development organisation that works towards a world where access to technology and infrastructure is not a barrier to poverty alleviation. Our mission is to 'facilitate human development through engineering'. EWB-UK has six programme areas: Placements; Research; Training; Education; Bursaries; and Outreach. This job is with the Placements Programme.

EWB-UK's Placements Programme concentrates on providing technical expertise to help solve problems faced by partner organisations (which are usually in developing countries). We do this by carefully selecting projects and then recruiting volunteers from our membership to join placements on those projects. In this way, it provides opportunities for young people to gain work experience in international development. The volunteers are between 19 and 25 years old and are supported by engineering and development professionals. The Placements Programme also links with our Training Programme to prepare our volunteers before they start a placement; and with our Research Programme to identify and implement research projects with our partner organisations.



The Placements Programme is supported by RedR, an international disaster relief organisation. The job-holder will be seconded to Engineers Without Borders UK from RedR.

Job Purpose

The job-holder will support the EWB-UK Placements Programme by supporting an existing national team of Placements Programme volunteers, led by the Placements Programme Co-ordinator.

The job-holder will not be required to manage EWB-UK placements, but rather will support the national team as they identify projects, maintain relationships with project partners around the world, administer recruitment of placement volunteers and support placement volunteers in the field.

Benefits

This job-holder will benefit from a fantastic experience of international development issues and of organising and learning from international projects. There will be regular opportunities to interact with a wide variety of people from around the world – including development professionals, leaders in organisations large and small, community partners and university students. Over time, the job-holder will become a central figure in EWB-UK as they build thriving networks to share knowledge and experience, and support the work of our volunteers and partner organisations.

The job-holder will develop strong transferable skills including volunteer and people management, recruitment skills, networking skills and a practical awareness of global issues. There is a huge personal satisfaction to be gained in contributing to a programme that directly relieves poverty, that engages in capacity building and that gives young people new career opportunities in international development.

Main Duties

On a day-to-day basis, the duties will include (each shown with estimated time commitment):

1. Meet with EWB-UK Placements Co-ordinator and the Placements Team (5%)
 2. Administrative support for management of relationships with partner organisations (20%)
 3. Administrative support for management of relationships with other organisations such as RedR, engineering and industrial consultancies, donors, other charities and student and professional groups (20%)
 4. Administrative support for management of the EWB-UK Placements Team (10%)
 5. Maintain records for EWB-UK placement volunteers including agreements, payments, progress reports, final reports, emergency contacts, RedR membership and similar (15%)
 6. Administrative support for production of materials for internal training and recruitment processes and of resources for placement volunteers (15%)
 7. Administrative support for building communities of practice and production of online materials for knowledge sharing (10%)
 8. Clerical support for finances of the Placements Programme (5%)
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Person Specification

In order to fulfil these duties, you will have the following skills and experience:

Essential

- Good communication and interpersonal skills, used in a working environment
- Maintaining and developing administrative processes/systems demonstrated in a working environment
- Literacy and numeracy skills
- Working with email, internet, spreadsheets and word processing

Desirable

- Success in working with people at all levels and from different cultural backgrounds
 - Website design and desktop publishing
 - Indication of ability to work in line with and contribute to the mission and values of EWB-UK e.g.: a demonstrated interest in the voluntary sector.
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Work Environment

Expectations

Engineers Without Borders UK seeks high professional standards from everyone involved in the organisation. We seek diligence and excellent team work from our people, as well as transparent feedback and meaningful reporting systems. We promote an honest, empowering climate between our staff and volunteers. We expect the job-holder to work within and enhance the values which underpin our approach.

The job-holder will be adaptive so as to be effective within our young and growing organisation. She/he will take responsibility for their own effectiveness and learning and should bring to the attention of the Placements Programme Co-ordinator any issues which could affect their ability to progress the work – including professional development needs and opportunities. A schedule of job discussions will support this.

The job-holder can expect EWB-UK to be a good employer. We provide salary and benefits in line with the standards of our sector. EWB-UK will provide adequate resources including office space, information and communication technology and other tools within the capacity of our budget. We will give the job-holder a full induction, ongoing support in the job and appraisal.

Decision Making

The job-holder will agree their work with the Placements Co-ordinator. The job-holder shall operate within the strategic and operational plans of the organisation (which are reviewed from time to time) and within good practice developed by EWB-UK.

Working Time and Travel

Part-time job at 22.5 hours per week (taken as three full days per week), excluding lunch breaks. Time off in lieu of extra hours worked can be agreed with the Placements Programme Co-ordinator. This job is not suitable for home working. Occasional travel may be required to attend events such as meetings and conferences. This could involve nights away from home. International travel will not be required for the job.

Contract Terms

Post:	Part-time (60%) contract at three days per week
Workplace:	Engineers Without Borders UK office at the Humanitarian Centre
Location:	Gresham Road, Cambridge, CB1 2ES, UK
Period:	One year, extension subject to funding and performance
Probation:	Three month probation period
Salary:	£10,800 gross per annum (£18,000 pro rata on 37.5 hour week)
Leave:	24 days paid leave per annum, pro rata
