

Job Description

Job Title	Volunteer Project Management Officer
Reporting To	Head of Civic Engagement
Direct Reports	-
Job Purpose	Monitor, organise and execute ActionAid Hellas (AAH) EU AID Volunteer programmes (volunteer deployments & capacity buildings) to enable volunteers' commitment and enhance AAH plan in EU Aid Volunteering
Key External Contacts	Volunteers, EU Institutions, EACEA, other NGO's, Embassies
Type of Contract	Open – ended contract

Key Accountabilities	Key Elements
Monitor, organise and execute ActionAid Hellas (AAH) EU AID Volunteer programmes (volunteer deployments & capacity buildings) to enable volunteers' commitment and enhance AAH plan in EU Aid Volunteering	<p>Monitor, organise and execute ActionAid Hellas (AAH) EU AID Volunteer programmes (volunteer deployments & capacity buildings) to enable volunteers' commitment and enhance AAH plan in EU Aid Volunteering</p> <ul style="list-style-type: none"> • Handle the recruitment processes with regards to EU Aid volunteers (attraction, recruitment, screening), based on specific EU requirements and in close collaboration with the host countries • Organise the logistics of EU Aid volunteers once engaged and prior to the deployment process (i.e. induction, trainings, security, health issues) • Liaise with volunteers to make arrangements on flight reservations and administer all processes for acquiring a visa when required • Maintain an ongoing communication relationship with the volunteers and ensure that they have a positive experience on deployments • Organise the logistics of EU volunteers upon completion of deployment • Support other EU programmes related to capacity building activities • Ensure that the execution of all related activities is in line with the EU standards, policies and practices • Ensure that all related policies and practices are in place and propose recommendations for further improvements, if required • Gather and provide content and success stories on volunteering to enable AAH awareness on EU Volunteering Management • Participate in volunteers' fairs / exhibitions / events to promote and disseminate EU Aid Volunteerism • Work closely with the Fundraising Team to explore EU volunteering opportunities and support applications for EU volunteering projects • Contribute in relationship building with other NGO's which participate in similar projects • Attend consortium meetings and make field visits when required • Act as an ActionAid Ambassador • Proactively provide alternate course of action and contingency plans if necessary

<p>Contribute actively as an integrated working member of a team and work effectively in internal and international cross-directorate teams as appropriate</p>	<p>Meet regularly with the Line Manager to review the progress, update on plans and critically escalate issues for resolution</p> <p>Contribute in developing a departmental strategic plan and budget</p> <p>Ensure that the implementation of activities is absolutely aligned with ActionAid's accountability principles</p> <p>Monitor allocated budget activities and expenditure and adapt as necessary through the year, if required</p> <p>Work effectively in cross functional projects to identify and implement milestone actions where necessary</p> <p>Support other organization's priority activities, when necessary</p> <p>Work effectively with other departments / directorates, manage issues with clarity and to ensure effective information flow and team working</p> <p>Work effectively with relevant international teams to maximise the benefits of international collaboration & shared learning</p>
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Knowledge, skills & experience

- Bachelor's degree in social studies, humanitarian studies or other related field
- At least two (2) years of working experience in volunteer management
- Proven experience in project management
- Exceptional organisational skills / Ability to think creatively
- Excellent use (both oral & written) of the Greek and the English language
- Knowledge of a second language will be considered as an asset (Spanish/Italian or French)
- Strong interpersonal / communication skills
- Personal volunteer experience and commitment to the ideal of volunteerism
- Ability to work effectively by distance in international programmes
- Very good understanding of human rights, global poverty & development issues
- Availability to travel domestic and abroad