



Your title:	Volunteer Programme Intern
Reports to:	International Project Manager
Location:	Suas HQ, Dublin 2
Duration of Contract:	5 Month internship (2 month probation period)
Time commitment:	2 days a week (with occasional weekend work)
Commencement	Immediately

SUMMARY OF ROLE:

Suas is an international NGO focused on children's literacy. Our mission is to transform the lives of children and young people through education. We currently run programmes in Ireland, India, Kenya and Zambia

Internationally, we deploy volunteers to work with our partner NGOs and schools in India and Zambia.

We're looking for a candidate who is passionate about Suas and shares the same values we do. Your role will be to provide administrative support to the Volunteer Programme (VP) team throughout the pre-departure phase of the VP20. You will help maximise the impact of our pre-departure support to volunteers by acting as a liaison between the VP team and the volunteers. You will play a central role in the event management of three training weekends and will support volunteers as they prepare to depart on placement. You must be creative, self-motivated and outgoing, with excellent interpersonal and organisational skills.

CANDIDATE PROFILE

You will have strong people orientation and excellent communication skills. You will have a keen interest in project management, volunteering and international development. You will be an excellent fit with the Suas vision, mission and values.

Requirements:

- Passionate commitment to addressing educational disadvantage serving our partners, enabling children and young people to realise their potential, affecting social change, personal and leadership development.
- High level of commitment and openness to their own learning, incorporating feedback, working on development areas and developing their own management and leadership skills.
- Strong work ethic, willingness to get stuck in, able to lead by example, high self-awareness & personal integrity.
- Excellent written and presentational communication skills. Open to developing communication skills further.
- Have a high level of emotional intelligence, with the ability to empathise and connect to others.
- Strong interpersonal skills with an ability to create effective trust-based relationships with volunteers, committees, our overseas partners, local community organizations, sponsors and the Suas team.
- Able to adopt both facilitative and directive approaches as needed.
- Bring warmth, openness and enthusiasm to the role and the team. Bring a caring pragmatic approach, being sensitive to the needs of others, with an ability to react, adapt and re-prioritise in a dynamic environment.
- Bring a creative fresh approach to the role, with the ability to be flexible and think on their feet.
- Highly competent with MS Office applications.

RESPONSIBILITIES:

- Fundraising support to volunteers
 - Organise and lead fundraising support to volunteers
 - Managing fundraising tracking
 - Regular communications with volunteers
 - Providing support and guidance
- Administrative support to VP team
 - Documentation management
 - Processing of Garda Vetting
- Regular communication and updates to volunteers via email and calls
- Liaising with external partners to procure goods and services
- Attend regular team meetings
- Event Management:
 - Support in the delivery of 3 pre-departure training weekends:
 - Feb 21st -23rd
 - March 21st -22nd
 - May 16th – 17th

REMUNERATION:

€20/day to cover travel and lunch expenses.

BENEFITS:

- Project management work experience with an international NGO.
- Working across numerous departments of Suas International.
- References and LinkedIn endorsements following successful completion of work placement.
- Training and ongoing support provided from the Suas International team to ensure you gain personal and professional skills during your time with us.

TIME COMMITMENT:

2 Days/week. Flexible working hours on request.

ELIGIBILITY:

This position is only open to past participants of the Suas Volunteer Programme.

TO APPLY:

To apply, please submit a CV and cover letter addressing your relevant skills and motivations for role to vp@suas.ie as soon as possible. Your cover letter should include:

- Why are you applying for this role? What do you hope to gain? What challenges do you think the role would present to you?
-

Interviews will be conducted on a rolling basis.