

Job Profile of the Volunteer and Alliance Officer

JOB TITLE: Volunteer and Alliance Officer (VAO)
ORGANISATION: Habitat for Humanity Trinidad and Tobago
REPORTING MANAGER: Head of Construction
JOB SUMMARY: The VAO shall be responsible for assisting the Head of Construction with planning, executing and analyzing the volunteer programme. The VAO will also fill a dual role and will be responsible for the development of the Campus Chapters and Church Relations.
EDUCATION REQUIREMENTS:
<ul style="list-style-type: none"> • University Degree in International Relations, Travel/Tourism/Hospitality, Community Development, Humanities, Communication or a related field • 3-5 years progressive experience in program development, training and mentoring, preferably with exposure to volunteer management; tourism and/or the hospitality industry
EXPERIENCE REQUIRED:
<ul style="list-style-type: none"> • Excellent networking and communication skills to manage a variety of professional relationships • Previous experiences in creating and maintaining operational procedures and manuals • Previous experiences in working with international communities and understanding and development of risk mitigation strategies and implementation • Previous experience in volunteer recruitment and support activities
ESSENTIAL DUTIES AND REQUIREMENTS:
GENERAL TASKS
<ul style="list-style-type: none"> • To promote the principles and values of Habitat for Humanity in the community • To provide weekly feedback to the Head of Construction • To submit written monthly reports to the Head of Construction • To attend inter-departmental meetings as required • To liaise with the Communications Team to give mileage when appropriate • Any other related duty which may be assigned from time to time
GLOBAL VILLAGE TASKS
<ul style="list-style-type: none"> • To plan and execute (including facilitation of orientation and training sessions for) Global Village (GV) and local volunteer programmes • To attend to enquires about Habitat's GV and local programme as well as volunteer related issues • To be responsible for the logistics and coordination of volunteer visits • To liaise with Construction and Community Development personnel to ensure construction program can accommodate builds • To assist the National Director with analyzing and preparing plans for the development of a volunteer programme. • To liaise with related stakeholders on the volunteer programme
CHURCH RELATIONS AND YOUTH PROGRAMS
<ul style="list-style-type: none"> • Develops and implements appropriate Church Relations & Community Youth Groups programs • Regularly reports progress or updates to Habitat for Humanity Trinidad and Tobago • Designs and delivers training to local staff and project partners on volunteer programmes; monitors learning and application of programme for ongoing development. • Promotes Habitat for Humanity Trinidad and Tobago to youth organizations, schools and corporations by developing and delivering appropriate presentations and communication tools.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

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| <ul style="list-style-type: none">• Understanding of and commitment to Habitat for Humanity Trinidad and Tobago's Vision, Mission Statement and Mission Principles• Ability to organize and complete multiple tasks and communications between volunteer teams, program and project units and partners• Planning & Budgeting for development and accountability; Reporting results against budgets• Self-motivated, flexible, able to work as necessary to support role requirements. Works well under pressure and independently within agreed parameters;• Willingness and ability to travel and stay in communities with team• Strong team-building, participation and support skills; effective and respectful cross-culturally• Very good problem solving skills and ability to coach others in problem solving techniques• Excellent spoken and written English language skills.• Excellent interpersonal and communication skills via written, face-to-face and virtual systems (email, phone, etc).• Commitment as a 'life-long learner' and a servant leader; Willing to evaluate self for continuous spiritual, personal and professional growth and further knowledge, skill, ability and other competency development.• Computer literate in MS Word, MS Excel, virtual communication, current windows applications, etc. |
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OTHER:

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| <ul style="list-style-type: none">• Other duties as called upon by the Supervisor & Senior Leadership Team |
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