

## SOCIAL ENTERPRISE COORDINATOR

### **Working to support disadvantaged young people or trekking the Inca Trail? Why not do both?!**

*Get the best of both worlds for a volunteering opportunity where you give your skills and experience, rather than your money.*

Are you looking for a break from the 9 – 5? Or with the end of your studies finally in sight you may be wondering what exactly is it that you are supposed to do now? Or are you looking to do a year abroad as a part of your studies, or even before you start your studies, in an exciting and challenging environment? **Instead of choosing between travel and working – why not do both?**

When volunteering with LAFF your skills will be put to good use and you will have the opportunity to work directly with beneficiaries, gain valuable field experience and increased awareness of International Development issues. Based in beautiful Peru, on the doorstep of Machu Picchu, this is also a great chance to practice and improve your Spanish language fluency. After being supported into your new role through our pre-departure and in-country induction, you will work in Cusco as a valued member of our small team of enthusiastic and skilled professionals from around the globe, under the guidance and supervision of our Programme Manager. What better way to gain valuable work experience in the field than taking on this challenging and CV-boosting professional role!

### **About LAFF:**

The Latin American Foundation for the Future (LAFF) is a UK-registered charity supporting marginalised children and young people in Peru. We work through local partner organisations in Cusco and support activities and projects in the areas of formal education; vocational skills and personal development; and sustainability, including income generation, cost reduction and capacity building. We strive to empower our beneficiaries, enabling them to become independent and sustainable.

LAFF seeks a skilled individual for a full time volunteering position.

**Position Title:** Social Enterprise Coordinator

**Location:** Cusco, Peru.

**Employment Type:** Unpaid volunteering position/ full time

**Leave:** 2 days per month

**Application Deadline:** ongoing (we frequently require replacement volunteers, so apply now!)

**Duration:** 3-6 months

### **Summary**

In order to reduce dependency and move towards sustainability, LAFF supports activities which generate income for our partners, reduce their dependency on external funding and provide training and job placement opportunities for at-risk young people. The main strategy is to provide technical support directly or indirectly through LAFF's volunteers, the PM and/or training institutions. LAFF also raises funds to cover the start-up costs of social enterprise projects/ income generating activities. The aim of the program, however, is to design a self-sustainable business model, so that the business will one day no longer require financial assistance from LAFF or other sources.

## Responsibilities

Under the supervision of the Programme Manager, the Social Enterprise Coordinator will be expected to carry out the following tasks:

- Identify through meetings with partner managers the needs/requirements for the development of social enterprise/ income generation projects at our partner organisations and LAFF.
- Identify methods, processes and tools to implement, sustain and grow social enterprises/ income generation schemes.
- Provide technical support and build the capacity of our partners (directly or indirectly) in the development of effective business management processes, such as: budgets, investment plans, costs and income analysis, feasible business strategies, etc.
- Provide hands-on support when necessary.
- Monitor and evaluate the results and impact of the Social Enterprise Programme and submit progress reports.
- Support proposal writing for fundraising purposes.
- In collaboration with the Communications Officer, develop Marketing Strategies, such as market studies, promotional materials, online visibility, etc.
- Support in Financial Decision-making: developing financial projections, advising, etc.
- Network and forge links with other stakeholders and organisations (including local governments, donors, companies, universities and other supporters) to ensure continued support for existing and new initiatives.

## Requirements

- Undergraduate Degree in Business, International Development, Economics or related field, or substantial Business Management experience. Post graduate degree desirable but not essential.
- Minimum of 1 year of work and/or volunteer experience in Business Administration and/or International Development.
- Budget development, administrative skills and financial management experience required.
- Experience with designing, developing and implementing social enterprises highly desirable.
- Advanced proficiency in written and spoken Spanish and intermediate English ability.
- Excellent interpersonal and communication skills.
- Highly organized, flexible, independent, culturally sensitive and detail oriented with the ability to multitask.

## Personal Qualities

We are looking for motivated self-starters who are able to work independently as well as being good team players. A non-judgmental approach and commitment to learning is essential, as well as a positive outlook and preparedness for the realities of volunteering in a Latin American country.

In order to apply for this fantastic opportunity, please download an application form from our website ([www.laffcharity.org.uk](http://www.laffcharity.org.uk)) and submit it, together with your CV, to: [info@laffcharity.org.uk](mailto:info@laffcharity.org.uk). Please include the title of the position you are applying for in the subject line of your message.

**Note:** Volunteers are expected to cover all their own costs – including flights, visas, insurance and living expenses. Applications not compliant with the instructions above will not be accepted. All successful volunteer applicants must undergo a police check prior to acceptance. LAFF will hold interviews with suitable applicants. Due to the high volume of applications, we are only able to contact successful applicants.

[WWW.LAFFCHARITY.ORG.UK](http://WWW.LAFFCHARITY.ORG.UK)    [INFO@LAFFCHARITY.ORG.UK](mailto:INFO@LAFFCHARITY.ORG.UK)

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