

PROGRAMME 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: Programme 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

Given that LAFF is a small volunteer-led charity, the Programme Coordinator provides support to the Programme Manager on all aspects of LAFF's internal operations, programme planning, reporting, budgeting and delivery. This is a diverse role that encompasses all facets of NGO management.

WWW.LAFFCHARITY.ORG.UK INFO@LAFFCHARITY.ORG.UK

LAFF IS A UK REGISTERED CHARITY # 1125872

Responsibilities

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

- Provide administrative and logistical support.
- Organize, schedule and take part in meetings, interviews and events when necessary.
- Draft documents, contracts and agreements.
- Ensure that all data and policies are consistent, thorough and accessible.
- Identify needs from our partners/beneficiaries and provide technical support when relevant.
- Design and deliver short-term workshops when relevant.
- Conduct research, market studies and baseline surveys.
- Represent LAFF when necessary and expand its local network in Cusco.
- Help the Programme Manager develop and maintain good relationships with partners.
- Visit projects to follow up progress on various activities.
- Use initiative and creativity to contribute towards the internal development of LAFF.

Requirements

- Undergraduate Degree (or currently enrolled) in International/Sustainable Development, NGO management or related field, or equivalent experience working in a similar role.
- 6 months of volunteering or work experience in the NGO sector highly desirable.
- A strong passion to develop skills related to the not-for-profit sector.
- Administrative experience and research skills preferred.
- Proficiency in written and spoken English required, intermediate level Spanish abilities desired.
- Excellent interpersonal and written communication skills.
- Solid report-writing skills.
- Extensive experience with MS Office.
- 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) and submit it, together with your CV, to: 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 INFO@LAFFCHARITY.ORG.UK

LAFF IS A UK REGISTERED CHARITY # 1125872