**Job Description:** Global Leadership Advisor (International Volunteer)

**Responsible to:** Global Leadership Project Manager

**Responsible for:** Technical Support and Capacity Building for the Global Leadership Programme

**Location, Group & Function:** Kigali Rwanda with regular field travel

**Duration:** Minimum 12 months with possible extension to 24 months

**Job Purpose:** To promote the uptake of Global Volunteering Standards and the Volunteering for Development Approach within VSO programmes and among partner organisations.

### Responsibilities:

- Facilitating workshops for VSO staff, Volunteers and partner organisations on Global Volunteering Standards.
- Technical support for programme managers on integrating volunteering standards in VSO programmes
- Engaging partner institutions on discussions Volunteering for development approach and Volunteering standards
- Facilitating workshops with VSO partners on the Volunteering for development approach.
- Technical support to partner organisations to learn and adopt the volunteering for development approach in their volunteering programmes.
- Reviewing the Rwanda Volunteering Policy and Engaging the Ministry of Youth and Culture on Policy Discussions
- Facilitating discussions on Rwanda’s Volunteering Policy with organisations that are running volunteer programmes in Rwanda.
- Produce knowledge products on integration on Volunteering standards in VSO programmes and programmes for partner organisations
- Participating in meetings, workshops, conferences that are focused on Volunteerism, Volunteering for Development and Global Volunteering Standards
- Conduct field visits in different areas of Rwanda to provide technical support on implementing the Volunteering for Development approach and Global Volunteering standards
- Participate in VSO training workshops on inclusion, gender, social accountability and resilience
- Collect data and evidence on adoption of Global standards in the VSO programmes and programmes of partner organisations.
- Participate in platforms/conferences/events to showcase the volunteering for development approach and VSO programmes

Note that this position involves field visits. Field visits involve travel on local buses and on motorbike taxis.

### Education Skills, Knowledge and Experience

**Essential:**

- Bachelor’s degree in social sciences, development management, public policy, leadership or related studies.
- At least five years’ practical experience in development work especially in education, livelihoods and health
- Strong facilitation and communication skills
- A good understanding of social inclusion and gender
- Participatory research skills
- Skills and experience on policy analysis and stakeholder engagement
- Proven ability to write high level quality reports generating evidence and change case stories
- Fluent English speaker with good written skills and the ability to explain complex concepts to audiences of different levels of experience and knowledge.
- Proven ability to technically train, coach and supervise others.

**Desirable:**

- Programme management experience
- Experience and Skills for planning and organizing meetings, workshops, conferences

**Knowledge/qualifications:**

- Computer skills – MS Office 9 Word, Excel PPT

**Experience:**

- Influencing, negotiation and facilitation skills
- Stakeholder engagement and Research skills

**Skills/Abilities:**

- Sensitivity to working in developing countries
- Working collaboratively with a diverse team

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VSO has zero tolerance on abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we are protecting children, young people and vulnerable adults from harm and abide by our safeguarding policy.