**Job Description:** Global Leadership Facilitator (National Volunteer)  
**Responsible to:** Global Leadership Programme Manager  
**Responsible for:** Providing support and facilitation for the delivery of the Global Leadership Programme  
**Location, Group & Function:** Kigali Rwanda with regular travel to the field  
**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:

- Organising workshops for VSO staff, Volunteers and partner organisations on Global Volunteering Standards.
- Co-facilitating workshops with an International Volunteer
- Logistical support for organizing workshops, trainings and field travels
- Being a rapporteur for workshops and important meetings
- Maintaining contact and communication with partners and participating in relevant meetings/workshops/events organized by partners
- Facilitating communication between the international volunteer and non-English speaking partners
- Collecting field data that will be used in monitoring and production of knowledge products
- Participating in meetings, workshops, conferences that are focused on Volunteerism, Volunteering for Development 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.

### Skills, Knowledge and Experience

#### Essential:

- Bachelor’s degree in social sciences, management or related discipline.
- At least one year of practical experience in development work especially in education, livelihoods and health
- Strong interpersonal and communication skills
- Participatory research skills
- Ability to write good quality reports and meeting minutes
- Fluent English speaker with good written skills.

#### Desirable:

- Research experience.
- Skills for planning and organizing meetings, workshops, conferences
- Influencing, negotiation and facilitation skills

### Skills/Abilities:

- Sensitivity to working with multi-cultural colleagues and adjusting to working under pressure
- Working collaboratively with a diverse team

---

**You will be working with an international volunteer**  
**You will be expected to collaborate and to be able to deliver the work with minimal supervision**

---

**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.**