



PERSON SPECIFICATION AND JOB DESCRIPTION AREA COORDINATOR

PERSON SPECIFICATION

Required:

- Minimum of 3 years on the project
- Minimum of leading 3 fortnight trips to Romania with the group
- A valid driving license and a willingness to drive abroad
- Demonstrated ability to be an effective leader
- Ability to work on own initiative
- Good interpersonal skills and a demonstrated ability to work as a member of a team
- Willingness to attend a weekend training session in Hampshire

Desirable:

- A knowledge of Romanian culture
- Interest in supporting action to reduce poverty
- Interest in integrating people from different walks of life into the community

JOB DESCRIPTION

The Area Coordinator's role is to support multiple summer projects within a specific area in Romania. Area Coordinators will be expected to provide those projects with expertise, training and equipment. The Area Coordinator is required to have a sound knowledge of the charity and be familiar with the specific projects. They will be able to communicate effectively with all stakeholders, including the leaders, the students and any Romanian partners related to the projects. They will offer support to both the Project Director and the leaders within their allocated area.

PRIMARY RESPONSIBILITIES SPECIFIC TO THE AREA COORDINATOR ONLY:

Manage the arrival of the team at the airport

Help to collect and sort equipment

Deliver equipment to the projects

Be responsible for the start-up and close down of the projects

Organise Libra's publicity in Romania by liaising with TV, Radio and Newspapers

Report to the Chief Executive Officer as necessary

SUPPORT THE GROUP LEADER WITH HIS/HER PRIMARY RESPONSIBILITIES:

1. Liaise with Romanian Partners
5. Ensure the health and wellbeing of the UK students
15. Administer and record disciplinaries with the Group Leader
32. Check safety of buses and drivers for the students when team are being transported

SUPPORT THE GROUP or DEPUTY WITH THEIR ALLOCATED PRIMARY RESPONSIBILITIES:

18. Ensure daily timetables are created and adhered to
27. Manage days off and ensure students are aware of free-time and what they might do
28. Allocate rooms for activities
33. Manage transport for children to and from project

SUPPORT THE GROUP AND DEPUTY GROUP LEADERS IN THEIR SHARED RESPONSIBILITIES

8. Manage allocation of UK and Romanian volunteers into small teams
10. Plan and deliver in-country training for Activity Leaders, UK students and volunteers
22. Observe activities and ensure that they are stimulating and interesting
23. Ensure aims of the projects are being met

SUPPORT ALL THE LEADERS IN THEIR SHARED RESPONSIBILITIES:

11. Encourage observations of beneficiaries by students
14. Know and understand Libra's Policies and Procedures
19. Manage rotation of children and ensure decision re rotation of students is addressed
24. Lead activities to give examples to students
30. Be aware of and maintain risk assessments