

CAPOEIRA4REFUGEES (C4R) – JOB DESCRIPTION

Title:	Programme Assistant Initial Volunteer/Intern
Overview:	Capoeira4Refugees works with refugee communities and particularly traumatised children and youth using the Brazilian art/sport of capoeira to bring psychosocial benefits such as increased self-respect and reduced levels of violence. Capoeira4Refugees was founded in 2007 working with street children in Syria. C4R has been active in the West Bank, Palestine, since 2011 and in Jordan since 2014. We have also launched an online platform and a vast network of partner organisations supporting/awarding social projects and 'fellows' globally. For further information please see http://www.capoeira4refugees.org/
Contract start:	ASAP
Tenure:	6 months with possibility of renewal. Core ours but also flexible
Location:	Germany, Berlin
Responsible to	Programme Officer
Benefits:	This is an incredible opportunity to work closely with an innovative Charity that is rapidly growing. You will see the work that you do make an immediate impact on the social projects with vulnerable refugees that C4R supports. You will work directly with a diverse range of people, with the ability to exercise a large amount of autonomy within your role. This is a Volunteering or Intern position, based on outcomes this position can turn into a paid role.
Role Overview:	
<p>This is a hands-on position, where you support all aspects of the programme like mentoring local people, data gathering/presentation, highlighting projects through social media outlets. The role requires a proactive individual who is able to work independently and collaboratively with a team in a fast-paced and sometimes stressful environment. The Assistant will receive training on C4R's evaluation methods and will support C4R in organizing data collection and analysis; managing databases; and presenting data in visual and inspiring ways. The Programme Assistant will inspire internally the C4R team and externally supporters with all these outstanding projects in the social capoeira context. You will be expected to delegate tasks and manage tight reporting deadlines. You will be expected to build a community of supporters, assist/hire and manage volunteers and researchers etc.</p>	
1. Purpose of the Position:	
<p>Since we managing a network and don't want our members not burden with administration (they only need a smart phone) so they can keep focussing what they are good at > train children - the administrative load is on the programme team. The Programme Assistant will act as the focal point for trainers, overseeing volunteer recruitment, community building and liaising directly with Awardees and parties from the Changemakers Hub. You will also support the Programme Officer with donor and partner reporting (time permitting).</p>	
2. Responsibilities:	
<p>Programme Development</p> <ul style="list-style-type: none"> ● Assist with the day to day management of Changemakers Hub, Awardees and potential candidates ● Monitor/sharing updates/ material via Social Media and Internal Communication channels ● Contribute to programme reporting for donors and partners ● Recruit and assist with managing volunteers & interns as needed by the organization ● Induct volunteers on organization policies, including Child Protection & Most Significant Change ● Conduct Interviews and write copy as well as recommendations for programme development ● Support Programme Officer with tasks as necessary <p>Community Building</p> <ul style="list-style-type: none"> ● Conduct interviews, support with the needs and development of the Changemakers Hub ● Build & maintain strategic relationships with community members & partners ● Contributing to the team's on-going literature reviews on topics pertinent to the organization's key messages, including but not limited to refugee issues, child protection, gender, etc. 	

Monitoring and Evaluation

- Support the programme team in all data collection, management, analysis, and learning activities to ensure accountability for C4R's programs and projects.
- Manage project logistics and coordination with partner organisations
- M&E- Provide daily & weekly quantitative data, and monthly qualitative data
- Facilitate Most Significant Change Technique
- Set up meetings and manage programme schedules
- Qualitative data collection and analysis. Duties include conducting and transcribing interviews, obtaining translation assistance (when necessary), organizing the storage and labelling of text, audio, video/photographic information.

3. Education, Qualifications, Competences, Skills Required:

Essential:

- Bachelor Degree in Social Sciences, International Development, Middle Eastern or relevant Peace and Conflict studies.
- Fluency in English, excellent writing and verbal communication skills
- Advanced computer skills in Microsoft suit and database management
- A high level of motivation and ability to work independently as well as part of a team
- Experience in cold-calling and research
- Experience of working in multi-cultural teams
- Social Media 'savvy'

Preferred:

- Experience with Project Management and/or line managing staff Experience with sport and development projects
- Journalistic background
- German, Arabic, Portuguese and/or French language skills
- A minimum of three years working in the international development sector writing proposals, managing donors
- Degree level or above. Preferably in a humanities or social science subject
- Proven experience of bringing in funds
- Proven experience of managing budgets/financial management

To Apply: Send your application with the subject line 'Applying for Programme Assistant*' including the following:

- a current CV of no more than 2 pages
- a Cover Letter of no more than one page

Email your application to jobs@capoeira4refugees.org Capoeira4Refugees will only contact short-listed candidates.

*Applications that do not follow this procedure will not be considered.