



Build Project

POSITION DESCRIPTION Volunteer IAPS Administrator

Information about the Build Project and the Institute of Academic and Practical Studies (IAPS) is available at <http://www.buildproject.org>. Potential applicants should familiarise themselves with the background information and general requirements detailed on the website.

Overview:

The Build Project is seeking a volunteer administrator to work at the Institute of Academic and Practical Studies (IAPS) in Mae Sot, Thailand, which caters for to young people (ages 17-23) from Burma.

The administrator will assist the IAPS manager with the co-ordination of day-to-day operations.

The primary aim of this position is to support the IAPS manager in ensuring the smooth running and growth of the institute, and to assist with communication, reporting, student administration and back-office activities. This role is vital in implementing the IAPS framework, and in ensuring a positive experience for students and volunteers.

Location:

Mae Sot, Thailand

Duration:

3 months minimum term. Administrators are *not* required to adhere to the term dates specified in IAPS teaching schedule (see <http://www.buildproject.org/volunteer>).

Reports To:

IAPS Manager

Primary Responsibilities:

- Assist with coordinating the day-to-day running of the IAPS educational & boarding programme, including preparation of volunteer rosters and teaching timetables and schedules for the induction / wrap-up week,
- Make arrangements for the induction of new volunteers and handover by outgoing volunteers,
- Assist IAPS manager in ensuring teaching volunteers are delivering a high standard of education & support, in line with the defined teaching outcomes,
- Make arrangements for weekly meetings between volunteers and IAPS Manager,
- Help volunteers and students to resolve practical queries that arise,

- Oversee student records and ensure that teaching staff record teaching activities and students' progress appropriately,
- Help teachers to build a library of appropriate teaching materials and resources,
- Ensure that operational policies and procedures are maintained and adhered to (e.g. OHS, Volunteer management, Financial management, student charter),
- Help to build positive relationships with people from the local community and neighbouring organisations (including NGOs) to create opportunities for linkages and collaborations,
- Help with book-keeping and financial reporting,
- Help to ensure that computers are running properly either through hands-on support or by engaging appropriate assistance,
- Communicate effectively with student leaders and the student body,
- Meet with individual students to discuss issues or problems.

Additional Duties:

- Get to know volunteers and students, participate in evening and weekend activities, and collaborate with and support youth workers where possible.
- Help to build a collaborative and positive team atmosphere where students and volunteers feel included and supported,
- Help volunteers to integrate, and ensure they are supported in their work and general wellbeing,
- IAPS administrator *may* be asked to occasionally sleep on site and supervise students out of teaching hours.

Knowledge, Skills, Abilities:

Essential

- Experience of working in an office environment, including administrative tasks,
- Strong computer skills, including MS Word, Excel, email and internet research,
- Ability to rapidly adapt to new working environments and procedures,
- Ability to handle multiple levels of activity, including daily tasks, unexpected emergencies, ongoing projects and forward planning
- Demonstrated ability to be flexible and resourceful, work independently and take the initiative to deal with challenging situations as they arise,
- Calm and positive in the face of frustrating situations and systems that don't operate as hoped,
- Confident, mature traveller,
- Good at communicating and developing positive relationships with people at all levels and from different cultural backgrounds, including young people.
- Ability to demonstrate a positive attitude and remain professional in all situations,
- Native or near-native proficiency in English,
- Excellent interpersonal skills.

Desirable

- Experience of providing administrative support to small teams,
- Experience of working in an educational institution or non-profit group,
- Experience or understanding of volunteer management,
- Awareness of the political and social context, and of the circumstances of displaced peoples from Burma,

- Experience of living or working in a challenging environment.
- Ability to help others to use computers is preferred.

Application

To apply, please complete the online application form at <http://www.buildproject.org>. Further details on the application process are available on the website.

Contact

Questions regarding this position should be addressed to Andrea Fitzgerald, Executive Director of the Build Project: email volunteer@buildproject.org.