



## Volunteer Opportunity – Staff Worker

Job Description	Person Specification
<p><b><u>Purpose of role:</u></b>  <b>To facilitate the effective running of the Arise programme</b></p> <p><b><u>Main responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>- administration: <i>updating guardians books, databases, filing receipts</i></li> <li>- managing day-to-day finance</li> <li>- communicating with supporters</li> <li>- taking part in and leading weekly activities</li> <li>- encouraging others with God's word</li> </ul> <p><b><u>Other responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>- Assisting and empowering Zambian staff</li> <li>- Leading elements of the weekly youth programme</li> <li>- Sorting and distributing resources (clothes, shoes, bags)</li> <li>- Visiting guardians and their families</li> <li>- Shopping for the Arise programme</li> </ul> <p><b><u>Time frame:</u></b>            Minimum 3 month commitment on the basis of a successful probationary period.</p>	<p><b><u>Qualifications/Experience</u></b></p> <p>Practising Christian            Experience of a culture different to their own            Good IT skills, particularly Microsoft Word and Excel</p> <p>Good understanding of social media            Driving Licence</p> <p><b><u>Personal Attributes</u></b></p> <p>Passionate about empowering and serving those who are vulnerable</p> <p>Ability to work both independently and as part of a team</p> <p>Puts God first when decision making</p> <p>Organised in managing workload</p> <p>Ability to self-motivate</p> <p>Good command of the English language</p> <p>Creativity in producing and developing publications</p> <p>Ability to take responsibility for office systems</p> <p>Ability to set up and manage databases</p> <p>High level of emotional intelligence and self-awareness, able to manage emotions</p> <p>Prepared to be part of a Christian community</p> <p>Values developing own relationship with God</p>