



Role Description

Operations Officer, International Forum for Volunteering in Development

Established in 1964, the International Forum for Volunteering for Development (Forum) is the world's global body for volunteering in development and represents 34 leading volunteer-involving organisations.

Forum exists to share information, develop good practice, and enhance cooperation across the volunteering sector. Forum achieves this through convening, research, and standards. Forum convenes the annual IVCO conference, and online working groups and communities of practice. We commission research and coordinate research amongst our members. And we drive good practice amongst volunteering organisations through the Global Volunteering Standard.

Forum is at an exciting phase, returning to an in-person conference in Senegal in October, and expanding membership to organisations in the Global South that work with volunteers at the national and local level.

The Forum Board is recruiting a part time Operations Officer. The position description is detailed below. Interested candidates should send their applications, including a current CV, to the Forum Executive Director, James O'Brien, at jobrien@forum-ids.org, by January 19th 2023.

POSITION TITLE: Operations Officer	CLASSIFICATION: Part Time/hourly. Approximately 8 hours per week at 25€/hour	START DATE: February 2023
LOCATION: Flexible	REPORTS TO: Forum Executive Director	ROLES REPORTING TO THIS ONE: Contractors and sub-contractors as required
Formed in 1964 and with 37 members, the International Forum for Volunteering in Development (Forum) is the leading global network for volunteering for development. Forum exists to share information, develop good practice and enhance co-operation across the international volunteering and development sectors.		
KEY OBJECTIVE: Work with the Executive Director and Board to ensure the efficient operation of Forum working groups and projects on research, convening and standards.		

SELECTION CRITERIA:

Knowledge & Experience

- Relevant qualification or equivalent experience in operations and/or project management, preferably with non-profit organisations
- Experience with member-based organisations
- Understanding of international development is an advantage
- Cross-cultural awareness

Skills & Attributes

- A high level of professionalism and professional communication skills
- Collaboration skills in an international context
- Excellent interpersonal skills and the capacity to develop professional relationships with a wide range of international stakeholders
- Excellent oral and written communication skills in English. A second language, especially French, would be an advantage.
- Well-developed administrative and organisational skills, including strong computer literacy
- Discretion in dealing with private or sensitive information
- Behaviours that live out Forum's values

KEY RESULT AREA	KEY ACTIVITIES
Working Group Support	• Write clear, action-oriented notes of meetings of the Forum Board and Working Groups • Schedule meetings of Board and Working Groups • Support Working Group Chairs with scheduling and database management
Database Management	• Manage the Forum Members Database, including keeping contact details for member organisations up to date • Manage Forum's email circulation lists on MailChimp, ensuring that they are well organised and up to date. • Manage Forum's Microsoft Teams Platform, including creating new channels and managing their memberships.
Events and Communications	• Oversee the production of Forum publications including research and the Annual Report. Includes working with researchers, translators, copy editors and designers, and Forum's Communications Consultant. • Ensure the smooth running of Forum webinars and other online meetings. Support the organisation of the annual IVCO conference as needed, including managing processes to select presenters and researchers. • Work with the Communications Consultant to ensure that information on the Forum website is accurate and up to date. • Support the development of email updates for Forum members and supporters.
Membership	• Support and track the process of identifying new Forum members, and support the Executive Director in inducting new members into Forum • Assess and short-list applications from prospective Forum members • Respond to queries from prospective and current Forum members.
Research and Standards	• Support the recruitment and management of consultants for research projects and the Global Volunteering Standard. This includes developing concept notes and terms of reference, and managing recruitment processes.



	• Manage the process of sign-off, copy editing and design for research projects and other Forum documents. • Work with the Standards Working Group to keep the Global Volunteering Standard platform up to date.
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Other information

- Location is flexible. The Executive Director is based in Ireland.
- This role will require occasional work outside of regular hours due to the different time zones of members
- An offer of employment to this role is subject to a satisfactory criminal record check
- The Operations officer will be engaged as a self-employed contractor, and will be responsible for their own tax affairs.
- The Operations Officer will manage and document the hours they work, and invoice Forum based on an agreed hourly rate.
- Some months will involve more work than others. The busiest time is the run-up to the IVCO conference each October.

Application

To apply, please send a cover note and CV to jobrien@forum-ids.org by Thursday the 19th of January.