



BUILDING HOPE UGANDA – BHU

Restoring Hope to Vulnerable persons and Communities in Uganda

VACANCY ANNOUNCEMENT

Building Hope Uganda (BHU) is a Voluntary Non-Governmental Organisation with the Vision of “Restoring Hope to vulnerable persons and communities in Uganda.” BHU aims at transforming the lives of poor and less privileged women, children and marginalized groups in the grappling communities of Uganda in the areas of health, nutrition, education and livelihoods. BHU is seeking to recruit Professional Volunteers to fill the following position in Hoima as per details specified below:

Position Title: Volunteer Coordinator

Reference No: BHU/V-011/VC/2020

JOB SUMMARY

Responsible for managing volunteers, volunteer opportunities, volunteer data-bases and conveying the organization’s purpose to the public through the agreed-upon mechanism by the organization

JOB RESPONSIBILITIES

DUTIES:

- Support in recruitment training and supervising new volunteers
- Collecting volunteer information, availability and skills
- Collecting and maintaining an up-to-date volunteer database
- Using marketing tools such as outreach program, emails and volunteer database
- Keeping new and existing volunteers informed about the organization and volunteer opportunities
- Matching volunteers to opportunities that suite their skill sets and ensuring they understand their responsibilities and receive proper training
- Organizing volunteer trainings and leading on-the-job-training
- Keeping schedules and records of volunteers’ works
- Preparing codes of conduct and operating procedures of all the volunteers to uphold the organsaton’s values, goal and objectives
- Ensuring the organization’s purpose is conveyed to the public
- Ensure that information on safety issues are regularly communicate to volunteer drivers
- Assist other team members with conducting site assessments to communities, health programs, civic education programs, baseline surveys among others.
- Perform any other duties as assigned by management

EDUCATION & OTHER BACKUPS

- Bachelor’s degree in Human resource, Business management, Environmental psychology, community psychology or a related field from a recognized institution.
- A Post graduate in above related field is an added advantage.
- Should possess relevant certificates in the above field



EXPERIENCE

- Experience in volunteering and recruitment
- Working knowledge of databases
- Management experience in a similar or higher position.
- Experience working with NGOs
- Experience working in volunteer operations
- Demonstrated capacity to work both autonomously with limited support and as a team member
- Sound time management, planning, and organisational skills to meet the demands of the busy position

KNOWLEDGE, SKILLS & ABILITIES

- Must be willing to Volunteer, able to support BHU's vision, mission, core objectives and values.
- Knowledge of managing community outreach programs and handling large teams for a common cause
- Flexibility to handle multiple assignments, a quick learner and good at thinking on your feet
- Ability to maintain highly level of confidentiality
- Customer service focus and able to think critically in a deadline driven environment
- Ability to work effectively with minimal supervision
- Ability to mentor others
- Ability to creatively handle employee work-related issues
- Excellent oral, written, and email/telephone communication skills
- Strong proficiency working in Outlook or other scheduling systems, Word and Excel
- Excellent interpersonal and communication skills
- Excellent organisation and team building skills
- Demonstrated networking and relationship management skills

HOW TO APPLY:

1. *Interested Volunteer applicants who meet the criteria should email their Volunteer application letters, CV with three work related referees, academic documents and certificates with a Copy of National ID to: info@buildinghopeuganda.org*
2. *Indicate what motivates you to volunteer with BHU in your cover letter*
3. *Submit your application in either MS Word (.doc) or Adobe Acrobat (.pdf) file types NOT Exceeding 3MBs*
4. *Indicate clearly position applied for and reference number in the email subject line*
5. *Only shortlisted candidates will be contacted. BHU is an equal opportunity Employer.*

DEADLINE FOR APPLICATION: 30th June, 2020