



6 May 2019

Recruitment of an Executive Coordinator

Established in 1964, the International Forum for Volunteering for Development (Forum) is the world's global body for volunteering for development and represents 34 international volunteering cooperating organisations (IVCOs) members, which in turn account for over 100 implementing agencies.

Forum plays a leading role in research and advocacy for volunteering for development, including in the establishment and co-chairing of the Volunteer Groups Alliance, one of the 14 consultative groups to the UN for the SDGs, and collaboration with UN Volunteers.

As a network of IVCOs, Forum facilitates research and practice development in volunteering for development to improve member's outcomes in sustainable development and the SDGs through its Research, Policy, Practice and Learning Group, working groups, including safety and security, and at the annual conference.

Forum is in an exciting phase that is harnessing technology to connect and enable members to share and work together, through Forum Hive, and will launch global practice standards at the Forum conference in Kigali in October 2019.

The Forum Board is recruiting a full time Executive Coordinator. The position description is detailed below. Interested candidates should send their applications, including a current CV, to the Forum Board Chair, Paul Bird, at pbird@avi.org.au by 31 May 2019.

Recrutement d'un Coordinateur exécutif

Le Forum international du Volontariat pour le développement (Forum), créé en 1964, est une coordination internationale du Volontariat pour le développement réunissant 34 organisations de volontariat international, qui elles-mêmes regroupent plus d'une centaine de structures.

Forum joue un rôle de premier plan dans la recherche et le plaidoyer autour du volontariat pour le développement. Il assure ainsi la co-présidence de l'Alliance des Groupes de Volontariat (VGA), l'une des 14 entités bénéficiant d'un statut consultatif auprès des Nations unies sur les questions liées aux Objectifs de développement durable, et qu'il a contribué à créer. Il collabore également avec le programme de Volontariat des Nations unies.

En tant que réseau d'organisations de volontariat international, Forum facilite le développement de la recherche et de l'amélioration des pratiques de ses membres afin de mieux répondre aux défis du développement durable et des ODD. Il s'appuie pour cela sur plusieurs groupes de travail, dont le groupe Recherche, Politique, Pratiques et Apprentissage, le groupe Sécurité ainsi que sa conférence annuelle, IVCO.

Forum entre dans une phase prometteuse de meilleure exploitation de la technologie, à travers Forum Hive, pour connecter ses membres et leur permettre de mieux partager des contenus et travailler ensemble. En octobre 2019, des règles globales de bonnes pratiques seront lancées lors de la conférence annuelle de Forum à Kigali.

Le conseil d'administration de Forum recrute un Coordinateur exécutif à plein temps. Les attributions du poste sont détaillées ci-dessous (en anglais). Les candidats potentiels sont priés de transmettre leur CV et lettre de motivation au Président du conseil d'administration de Forum, Paul Bird (pbird@avi.org.au) au plus tard le 31 mai 2019.

Position Description

POSITION TITLE: Executive Coordinator	CLASSIFICATION: Full time Executive Contract	DATE: April 2019
LOCATION: Flexible	REPORTS TO: Forum Board of Directors (Forum Board)	ROLES REPORTING TO THIS ONE: Website and Communications contractor Finance Contractor Contractors and sub-contractors as required
<p>Formed in 1964 and with 34 members representing over 100 International Volunteer Co-operation Organisations (IVCOs), the International Forum for Volunteering in Development (Forum) is the leading global network for volunteering for development.</p> <p>Forum exists to share information, develop good practice and enhance co-operation across the international volunteering and development sectors. It promotes the value of volunteering for development through policy engagement, mutual learning and by sharing innovative and good practices.</p>		
<p>KEY OBJECTIVE: Manage the International Forum for Volunteering Development (Forum) in accordance with Forum's 2016-2020 Forum Strategic Plan, Forum Board annual plan and budget, as well as its heritage and values.</p>		
<p>SELECTION CRITERIA:</p> <p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Relevant post-graduate qualification or equivalent experience • Past experience reporting to Boards • Past experience in managing non-profit organisations and/or equivalent project management • Experience with member-based organisations • Highly-developed cross cultural awareness and an understanding of international development • Financial management experience • Business development skills • High order knowledge of and commitment to Forum's purpose and values, and volunteering for development • Understanding of and commitment to Equal Employment Opportunity (EEO), child protection, safeguarding, workplace health & safety and privacy principles <p>Skills & Attributes</p> <ul style="list-style-type: none"> • Demonstrates a high level of professionalism and professional communication skills • Presentation and collaboration skills in an international context • Cultural appropriateness and appreciation of government, NGO and corporate environments • Well-developed management skills • Excellent interpersonal, representational and influencing skills and the capacity to develop strong professional relationships with a wide range of international stakeholders • Excellent oral and written communication skills together with well-developed administrative and organisational skills, including strong computer literacy • Behaviours that live out Forum's values 		

KEY RESULT AREA	KEY ACTIVITIES
Stakeholder management	<ul style="list-style-type: none"> • Build and maintain relationships with Forum members, associate members (hereafter Forum members) and prospective members including exceptional record keeping of the <i>Forum Member & Associates Database</i> • Understand the needs of Forum members • Develop and implement the value proposition for Forum members • Work closely with the Forum annual conference host (Forum member) to deliver a successful conference, including its programming, budgeting, publications and outreach • Develop relationships with other key stakeholders, including the International Association for Volunteer Effort (IAVE) and United Nations Volunteers programme (UNV)¹
Strategic Planning	<ul style="list-style-type: none"> • Work with the Forum Board for the ongoing development of Forum's vision, purpose, strategic and annual plans • Liaise closely with the Forum Board regarding partnership and project requirements, priorities, targets and outcomes • Develop an annual operational plan and budget for approval by the Forum Board • Provide regular reports to the Forum Board, members and other stakeholders as required and requested
Operations	<ul style="list-style-type: none"> • Manage all aspects of Forum, including operational and achievement of the Forum Board annual plan and budget • Support the development and efficient management of Forum's working groups on Research Policy and Learning, Leading Standards and Security, while ensuring the Forum Board is kept fully informed • Ensure Forum Board is fully informed and working groups/committees are efficiently managed • Manage Forum Hive platform • Ensure compliance with all applicable laws and regulations • Oversight risk management • Ensure clean audit opinion from the external auditors
Communications	<ul style="list-style-type: none"> • Produce an annual Forum communications plan • Manage Forum's communications, including social media and website content • Produce Forum's annual report • Produce and send e-news
Business Development	<ul style="list-style-type: none"> • In consultation with the Board Chair, identify and undertake networking activities to promote Forum as appropriate • Conduct research and market analysis to understand the priorities and needs of members, prospective partners and the sector • Represent Forum in a broad range of contexts to promote new business opportunities • Develop grant proposals for Forum approved projects

Any other information relevant to this particular position

- Location is flexible and could reside in a Forum member
- International travel will be required
- This role will require some 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

¹ UNV is both a Forum member and strategic partner of Forum.