



Job Title: Policy & Procedure Writer
Responsible to: Children's Eco Village Manager
Location: Tanzania
Remuneration: Although this is an unpaid role, all expenses related to travel, accommodation & food will be paid for by the organisation
Duration: 6-8 weeks (July – August 2018)

PURPOSE OF THE POST

IHelp Global is a relatively new charity organisation focusing on fighting poverty in Asia and Africa by promoting environmental sustainability as an overarching objective. Alongside IHelp Global's work in Africa and Asia, the organisation runs a Children's Eco Village on the outskirts of Dares Salaam, Tanzania (www.ihelpglobal.org/childresecovillage).

IHelp Global is looking to recruit a volunteer on a 6-8 week deployment in July/August 2018 who will help create policy and procedural documents based on local and international standards and provide basic training & support to all the staff at the children's eco village. As part of this short term post, the policy writer will coordinate with colleagues in Tanzania and UK to ensure consistency and quality of the policies delivered and will ensure a high level of programme delivery and quality.

You must possess strong organisational and policy management skills, an eye for detail and meticulous proof-reading and communication skills both written and verbal, together with the ability to meet tight deadlines. You will be based in Tanzania for a period of two months. This is an unpaid assignment but successful applicants will be provided with accommodation*, food, travel insurance and all travelling costs.

**Accommodation will be provided in a basic but new built sustainably designed test building at the eco village and you may be requested to provide an evaluation of your stay in order to brief our architects in improving the design for further buildings at the village.*

JOB DESCRIPTION

- Desktop research and review of the policy framework for institutions working with orphans and vulnerable children
- Review of the local government child protection laws and regulations
- Meetings with key stakeholders including govt and non-government and civics bodies to review the contexts
- To develop, amend or update policies and procedures related to all work at the village:
- To discuss the policies with management, and key external stakeholders for review and feedback
 - Financial policy
 - Health & Safety Policy
 - Security Policy
 - Children Protection Policy
 - Environment Policy
 - Recruitment Policy
 - Volunteer Policy
 - Anti-Bribery & Corruption Policy
 - Visitors policy
- To ensure up to date and accurate information is collected and disseminated to all village staff.
- Based on policy, develop and design trainings manuals and tool kits for staff
- To deliver basic staff training on all policies to village staff, in conjunction with the eco village manager.
- Any other duties that commensurate with the accountabilities of the post

1.	QUALIFICATIONS AND TRAINING	
	Educated to degree level or equivalent	Desirable
2.	EXPERIENCE	
	Experience of planning, developing and managing projects or programmes	Essential
	Understanding of policy and procedural documents and their workings	Essential
	Experience in facilitation of training sessions and public speaking	Essential
	<i>Understanding and knowledge of Child Rights Conventions, child protection policy and procedure of the developing countries</i>	Desirable
3.	SKILLS AND KNOWLEDGE	
	Good written and verbal communication skills in English are essential.	Essential
	Self-confidence and positive leadership skills are very important. Emotional intelligence is essential	Essential
	Positive approach to problem solving;	Essential
	IT literate with knowledge of Microsoft applications, and ability to learn to use new programmes	Essential
	Knowledge of Sustainable Development Goals (SDGs).	Desirable
	Knowledge of office systems and practice	Essential
4.	ABILITY	
	Ability to communicate effectively with stakeholders	Essential
	Ability to manage and develop policies	Essential
	Ability to work on own initiative	Essential
	Ability to work under pressure to tight deadlines and adapt to change.	Essential
	Ability to work in developing world field environment	Essential
5.	COMMITMENT	
	Commitment to equality of opportunity and diversity.	Essential
	Travelling to an overseas country.	Essential

Due to the nature and location of the role, all successful applicants will be required to provide two references and provide an enhanced DBS certificate (IHelp Global can arrange if required).

**To apply for this position, please send your CV and a covering letter to info@ihelpglobal.org
Deadline for applications is 20th May 2018**

Note: *Due to the amount of applications we may receive, it may not always be possible for us to contact all applicants; therefore, only suitable candidates will be contacted. If you do not hear back from us please assume that you have not been shortlisted on this occasion.*