

**Volunteer Manager - Tanzania**  
**Short term 6 month contract****ROLE DESCRIPTION**

<b>Job Title:</b>	<b>Volunteer Manager - Tanzania</b>
<b>Location:</b>	<b>Tanzania</b>
<b>Duration:</b>	<b>6 Months</b>
<b>When:</b>	<b>26<sup>th</sup> March 2012- 22<sup>th</sup> September 2012 (dates may be flexible)</b>
<b>Pay:</b>	<b>£550 per month (based on a local equivalent salary) plus expenses for work related travel in Tanzania</b>
<b>Reporting to:</b>	<b>Rose Blackie – Country Director</b>

**Why work with READ International?**

This is an exciting opportunity to work for an award-winning, dynamic, student-led charity and have a real hand in supporting the education of thousands of East African schoolchildren.

**VISION**

**READ International delivers collaborative, student led initiatives to improve access to education across the world and increase youth participation in the global community.**

**MISSION**

**We see a world where young global citizens achieve development through the power of education.**

**What we do**

READ International is a student-led charity that works to improve access to educational resources in East Africa. Through a national network of Project Leaders we collect disused books from schools, general public, and businesses.

We sort the books using innovative ISBN recognition technology. We send the most relevant, up-to-date, and high quality books to schools in Tanzania. Any books collected which are not relevant or appropriate to send are sold online or recycled to generate funding.

Our work is led by students who inspire and encourage other young people to get involved. Our Project Leaders travel to East Africa each summer to distribute the books directly to students and teachers in over 300 schools in Tanzania. Our Project Leaders spend time in the school working with the school students to unpack books, introduce our curriculum matching guide, promote reading, and renovate the school library.

In the UK our Project Leaders coordinate volunteer teams in their university to collect and sort the books, fundraise, and work with local secondary schools to raise awareness of global citizenship, recycling and student volunteering to UK school children.

**Why**

Tanzania follows a secondary school syllabus almost identical to the UK. Schools often lack the resources needed to teach. In Tanzania the average pupil to text book ratio is 5 to 11. Under their Secondary Education Development Plan (2004 – 2009) student enrolments have increased and thousands of new schools have been built. However a lack of teachers and teaching resources remain a key obstacle in delivering effective education.

The Ministry of Education and Vocational Training allocates 20,000 Tanzania Shillings per school student per academic year for educational resources. This is equivalent to £8 per student. The cost to purchase one text book locally is equivalent to £8. Our research (2011) suggests that in reality secondary schools are only able to allocate 6,000 shilling per student (equivalent to £2.50). The Ministry is committed to the construction of schools but does not have the resources to fully equip them.

In the UK newer editions of books inevitably replace the old (very often only a couple of years old), which makes for good quality, but technically 'out of date' textbooks filling up school store rooms or ending up in landfill. We send them to where they are really needed, improving access to education to thousands of children in East Africa.

### The impact

Since our first shipment of books in 2005, we have shipped a total of **one million** books to East Africa. We have also renovated **34 school libraries** to ensure sustained use of the books. We have distributed books to over **1,000 schools** and provided books for over **400,000** school students in East Africa.

Since registering as a charity we have had our work recognised in a number of ways. READ International was winner of '**Best New Charity**' in the **Charity Times Awards 2007**, and '**Best International Aid and Development Charity**' in the **Charity Awards 2010** and **Best Corporate Partnership** in the **Institute of Fundraising Awards 2010** for our partnership with Big Yellow.

It costs READ 75 pence to move one book from a UK classroom into the hands of a Tanzanian/Ugandan school child or teacher. This is because we have successfully established some exciting partnerships to keep our costs low.

In the UK **The British Library** help to develop our innovative Book Sorting App to increase sorting efficiency. **Big Yellow Self Storage** provide us with free storage across the UK for our collected books. **Better World Books** sell our irrelevant books online which provides us with vital income to contribute towards shipping costs. **British Airways** provide us with reduced rate and free flights for staff. **DHL** provide discounted logistical support to move our books around the UK and East Africa. **Hogan Lovells** and **Latham & Watkins** provided us with pro bono legal support.

In East Africa, **METL Ltd** provide us with free storage space for our books to clear customs and reduced transportation to the regions. **KPMG** also provides us with free office space in Dar es Salaam. **The Ministry of Education** identifies the schools to distribute books to in each region and provides transportation for the books and the volunteers to visit each school.

For more on our work, please go to [www.readinternational.org.uk](http://www.readinternational.org.uk)



### The role

This is an exciting time for the READ International Team in Tanzania. Having recently secured funding from a new corporate partner for our own dedicated office space in Dar es Salaam and small local team to support our 2012 distribution programme. This year we are looking to make a number of changes of our programme to ensure the long term sustainability of the use of our donated books in schools. We will focus on providing better volunteer training and support to do this. We are able to offer the opportunity for a six month contract in Tanzania. The salary and living allowance are based on a local teaching wage to cover your expenses. This is a unique and exciting opportunity to work with a grass roots charity committed to delivering vital educational resources to schools across Tanzania.

In August and September 2012, approximately 80 volunteers from 20 UK universities, will spend 6 weeks distributing hundreds of thousands of textbooks to secondary schools in up to 15 regions across Tanzania.

Your role as Volunteer Manager will be to support the Country Director in the preparation and delivery of our volunteer programme. This will include: staff and volunteer in-country training, preparation of volunteer , and evaluation resources..

You will provide day to day support to the team of 4 Regional Project Coordinators, who in turn support teams of volunteers. Our Regional Project Coordinators are intern staff that have worked for READ International in the UK between October 2011 – June 2012 to manage the UK Book Projects. They have all previously been a READ International volunteer in Tanzania.

You will be a key part of the team working to ensure the health and safety of READ volunteers whilst they are in-country delivering our logistics operation, and to ensure a smooth and efficient distribution of books and oversee our library refurbishments.

You will provide READ International with high-quality work relating to project management/volunteer management in Tanzania, as well as ensuring we are on course to meet our vision, mission and aims relating to resource distribution in Tanzania.

You will be based in Dar es Salaam and report directly to the Country Director. You will be required to travel unaccompanied on public transport to the regions.

### Key Deliverables

#### Volunteer management

- Carrying out preparation for the arrival of Regional Project Coordinators (RPC) and volunteers including accommodation arrangements
- Supporting the delivery of Regional Project Coordinator training
- Providing day to day support and acting as the main point of contact for RPCs
- Supporting Country Director and RPCs in volunteer training including delivery and logistics
- Supporting Country Director and RPCs in volunteer debrief of including delivery and logistics
- Recording feedback on volunteer activity received from RPCs
- Ensuring all health and safety guidelines are adhered to by volunteers and RPCs
- Recording all minor incidents and feeding back all information to Country Director (N.B. the Country Director will manage any major health and safety incidents).
- Supporting RPCs to gather and record all feedback from volunteers following debrief
- You may be required to make visits to regions of Tanzania to support volunteer teams.

**All major incidents will be managed by the Country Director. However, there will be an on call rotation system between yourself and the Country Director (as first point of call for major incidents involving volunteers) over weekends for the duration of the time volunteers are in country.**

**When not on call you are not expected to remain in Dar es Salaam but you will be expected to be contactable at in the event of a major incident as you may be required to provide input if necessary to deal with said incident.**

#### General office support

- Gathering any remaining lists of schools and relevant school information not already supplied by the Tanzania Ministry of Education. This will involve liaising with local supporters and will require travel to regions of Tanzania.
- Developing the relationship that READ has with regional and district officials. A key priority will be guaranteeing the use of vehicles and storage at a regional/district level to ensure an efficient distribution.

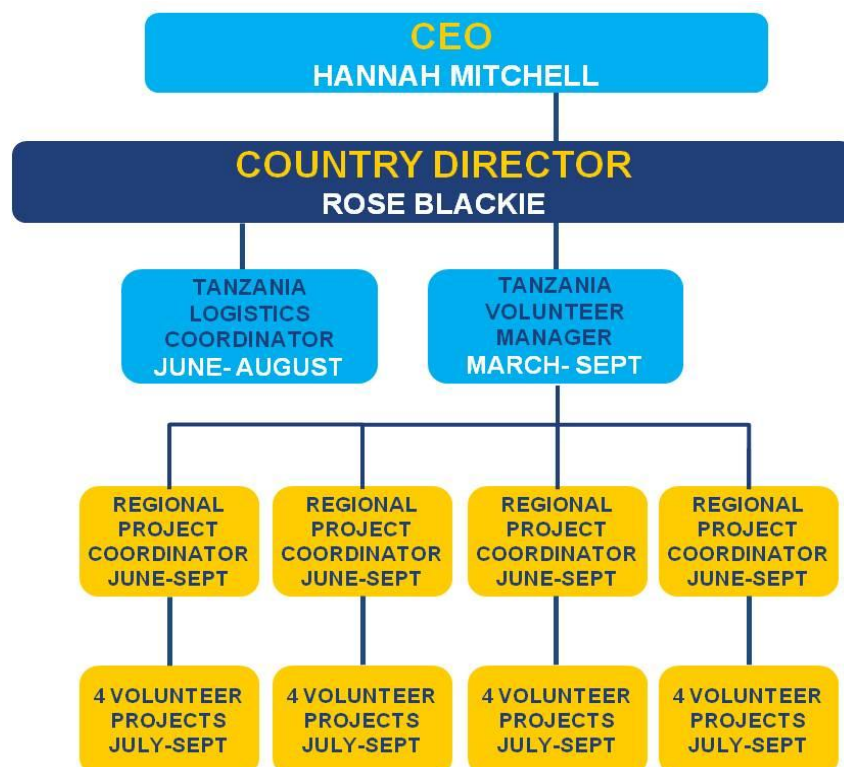
- Writing articles for the website and publications about your/our work in Tanzania
- Helping organise, prepare and run events, including our annual READ International showcase in Dar es Salaam
- Create an end of summer report using feedback from evaluations and volunteer debrief, including feedback from your own placement
- Maintain good relationships with stakeholders in Tanzania

### What will you gain?

- A worthwhile work placement with an innovative student-led charity.
- The opportunity to travel across Tanzania, visiting amazing places many tourists never see.
- Experience in the development sector at the action end. A must for anyone interested in a career in development.
- Comprehensive overseas volunteer experience including ability to run volunteer training and debrief
- People management skills. Managing interns and volunteers on a daily basis in a challenging environment
- Personal management skills. Learn and improve how to self-motivate yourself as you are given the responsibility and independence to manage your own working day.
- A greater understanding of the challenges facing the education system in a developing country.
- **Most importantly- the knowledge that the work you do really will make a difference in the daily education of thousands of Tanzanian schoolchildren!**

Please note –READ International cannot commit to extending the contract beyond the six month contract. Our staffing needs and levels are determined by funding commitments. We would be happy to discuss and update this throughout the placement but cannot commit to extending this opportunity.

### READ International East Africa Structure



### Candidate Profile

- You **must** have experience working, volunteering or travelling independently in East Africa
- You must have experience of volunteering and volunteer management
- You **must** be willing to commit 5 days a week for 6 months. This will involve some evenings and weekend work.
- You **must** be willing and comfortable to work and travel alone, managing your own time and priorities. **You will be travelling unaccompanied at some time during the internship.**
- You **must** be hard-working, committed and self motivated.
- You should have an understanding of the difficulties and frustrations of operating and travelling in Tanzania.
- You must be aware of the need for educational resources and be able to identify how and where READ International can improve its resource distribution operations in Tanzania.
- You should be interested in development, global citizenship and the power of education.

### Personal attributes

- Passionate about developing and growing READ International
- A dynamic and creative thinker
- Someone who influences and can leave a lasting impression on all our stakeholders
- A positive and effective communicator
- Self-assured, determined and reliable
- Patient and prepared to deal with unexpected events and changes of plan

### READ International commits to the following:

#### 1. Induction and training

- To provide thorough induction on the work of READ International, its staff, your role and the induction and/or training you need to meet the responsibilities of this role.
- You will be expected to spend a week in the UK office (based in London) as part of our induction prior to your departure for Tanzania. This will commence **on Monday 26<sup>th</sup> March.**

#### 2. Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To provide a named person who will be in contact with you regularly to discuss your work and any successes and problems.
- To respect your skills, dignity and individual wishes and to do our best to meet them.

#### 3. Salary and allowances

The salary provided will provide adequate support for living in Dar es Salaam as a local citizen and is based on a review of expenses and feedback from previous years staff.

- You will receive a salary of £550 per month. This is based on a local equivalent salary and enough to cover accommodation and basic living costs in Tanzania. Please note the salary will cover day to day expenses and should also include your internet access. An additional expense allowance will be provided for all work related phone credit.  
Should you wish to travel before or afterwards, or take a holiday in-country, we would recommend you bringing additional money. Please note the tourist attractions in Tanzania, especially safari and Zanzibar, can be very expensive.
- To provide a laptop for use at work throughout your placement
- If you choose it READ International can support you by seeking accommodation prior to your arrival in Tanzania.

4. Expenses

To repay these expenses following procedures:

- All work related travel expenses
- One return flight
- Full cost of Visa
- Full cost of medication during your placement
- Full cost of insurance
- All costs relating to project work in Tanzania (e.g. printing, etc).

5. Health and safety

- To provide adequate training and feedback in support of our health and safety policy.

6. Insurance

- To provide adequate insurance cover for staff whilst undertaking voluntary work approved and authorised by us.

7. Equal opportunities

- To ensure that all staff are dealt with in accordance with our equal opportunities policy.

8. Problems

- To try to resolve fairly any problems, grievances and difficulties you may have while you work with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with our standard procedures.

9. Reference

- Reference on completion.

### How to apply

Please send your CV and a covering letter expressing your reasons for applying and suitability for the position to Rose Blackie – Country Director at [rose.blackie@readinternational.org.uk](mailto:rose.blackie@readinternational.org.uk)

Closing date for Applications - **20<sup>th</sup> February 2012 at 9am**

Applicants must be available for interview w/c 27<sup>th</sup> February 2012

**IMPORTANT-**

- You must be able to attend week long training in London from 26<sup>th</sup> March 2012.
- You will depart for Tanzania on approximately 2<sup>nd</sup> April.