



POSITION DESCRIPTION

One Girl is looking for a Volunteer
Programs Support Officer.
Could it be you?

ONE GIRL

VOLUNTEER PROGRAMS SUPPORT OFFICER

We're looking for a motivated Volunteer Programs Support Officer to join our team and help make our education programs in Sierra Leone and Uganda the best they can be!

Do you love research and data, and have a keen interest in international development? This could be the perfect role for you!

Our new Volunteer Programs Support Officer will be responsible for providing administrative and evaluation support on a range of tasks from data analysis to financial reporting – as well as conducting research and research analysis.

This is a really exciting opportunity for someone to be part of our innovative programs team and to gain hands-on experience in international development and the not-for-profit sector.

Our dream candidate is someone who loves organisation and data, is a keen researcher, and has a passion for girls' education. And of course, someone who can actively demonstrate our values and be willing to abide by our ways of working.

We want someone who isn't afraid to think big and bring fresh ideas to the table about how we could make our education programs better than ever!





WHAT'S IN IT FOR YOU?

- You'll expand on your professional experience and grow your skills in international development – focusing on program administration and coordination.
- You'll get to work in a small, innovative team made up of our International Programs Director, Erica, and International Programs Manager, Louise.
- You'll get to develop new skills, meet new people, and form new professional relationships within the not-for-profit sector. Besides all this, we're a pretty amazing organisation to work for. Most people who join us never want to leave. Seriously.

RESPONSIBILITIES

- Supporting program monitoring and evaluation through tasks such as: report revision, data input, and analysis.
- Reviewing and supporting the creation of new program management templates and frameworks.
- Finalising and cleaning program data in Salesforce.
- Conducting research to support program design and development.
- Examining financial reports submitted by local partners and cross-checking receipts and calculations. Along with all other administrative tasks to support our programs team.

At One Girl, we believe that ***every girl*** on the planet ***has the right to an education.***

No matter where she is born, how much her family earns, what religion she adheres to or what her culture says, ***every girl deserves the opportunity to learn,*** grow, and be the best she can be.

We're on a huge mission to change the world, one girl at a time.

We know ***we can't do it*** alone – and that's why ***we need you!***

ONE GIRL



YOUR VALUES AND COMPETENCIES

You're willing to learn.

You know you won't have all the knowledge, skills, and experience required on day one. And you're okay with that because you're willing to learn. You love up-skilling and the prospect of learning on the job isn't scary, it's energising.

You're a great communicator.

You love engaging with people from all ages and all walks of life. It doesn't matter whether you're communicating verbally or in writing, your fantastic communication skills mean everyone knows exactly what you're talking about.

You've got initiative.

You get that things move fast and you're not fazed by that. You anticipate needs and can identify gaps that need addressing. You don't wait for someone to tell you to do a task – you just get it done. You are a positive person who lifts people up.

You're a creative thinker.

You think outside of the box and aren't afraid to present ideas, solutions and new concepts that will help One Girl grow and enable more girls to access education.

You're a juggler.

You're able to juggle multiple tasks, areas of focus, and competing priorities with ease. You're cool, calm and collected in the face of deadlines, and you can produce quality work even when under the pump.

EXPERIENCE AND SKILLS

Our dream candidate is someone who is highly motivated and has the following skills:

1. A qualification in International Development. You have completed or are currently completing a Masters Degree in International/Community Development, Program Evaluation, Research, Gender Studies or another related field .
2. You have an understanding of MEAL terms and methods and a proven ability to critically evaluate the work of others.
3. Proven experience in data analysis, reporting, and research. You have experience researching, analysing, and writing reports and a passion for grammatical perfection.
4. You have some experience working or volunteering with a similar not-for-profit. Candidates with over one year experience and knowledge of gender equality would be highly regarded.

TIME COMMITMENT

This volunteer role requires a minimum of 8-10 hours a week with ideally two days a week in the One Girl Office at Abbotsford Convent.

We can work with you to find a day and time that suits. Ideally, you'll begin immediately and be able to commit for six months. Please note, this is a volunteer position.

SOUND LIKE THE PERFECT ROLE FOR YOU?

Please send through your CV and a Cover Letter letting us know why you're the Volunteer Programs Support Officer of our dreams to **volunteering@onegirl.org.au**.

Make sure to include Volunteer Programs Support Officer in the subject line. We are a child safe organisation, so to be accepted for this role you must be willing to have a Working With Children's Check and sign our Child Safeguarding Code of Conduct.

We can't wait to hear from you!



All Photos: Olivia Acland/One Girl