

Habitat for Humanity International's vision is a world where everyone has a decent place to live. Since 1976, Habitat has helped more than 9.8 million people obtain a safer place to sleep at night, along with the strength, stability and independence to build better lives. Habitat also advocates for fair and just housing policies and provides training and access to resources to help more families improve their shelter conditions. Habitat's global mission was made possible thanks to its many generous donors and the hands and hearts of 1.8 million volunteers. As a non-profit Christian ministry, Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission. To get more information, to donate or to volunteer, please visit www.habitat.org.

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

We are currently seeking to recruit an exciting position with Habitat for Humanity International, Europe, Middle East and Africa (EMEA):

Volunteer Programs Manager (Ref. No.: #1669)

Volunteer Programs Manager is a key player in developing a volunteer mobilization strategy in the region and in ensuring high quality of volunteer programs that contribute meaningfully to Habitat mission and operations worldwide. As a member of the Resource Development Department, the Volunteer Programs manager shall contribute to the strengthening of donor portfolio by ensuring the regional volunteer programs can tap the volunteer markets and engage them as supporters and donors at the same time as advocates for affordable and decent housing.

ESSENTIAL DUTIES & RESPONSIBILITIES

Volunteer strategy development and implementation

- Designs and leads the development and implementation of EMEA AO volunteer mobilization strategy linked to overall regional and global Habitat strategy goals and mission;
- Oversees the adequate staffing and resources for the strategy enrollment and implementation;
- Ensures collaboration within EMEA Habitat network and with subject matter experts in EMEA Area Office in joint support of the strategy;
- Represents EMEA, actively contributes to and takes initiative in the work and discussions of the Global Volunteer Leadership Team with aim to improve, standardize and develop volunteer programs in the region and globally;
- Networks with like-minded organizations and follows trends in volunteering outside of Habitat for benefit of the volunteer programs development and impact, and contributes to brand-building and awareness-raising for Habitat by active participation in global and regional events.
- Informs, leads the development of and implements appropriately Area fiscal year goals, objectives and budget;

Information management

- Consolidates reports for volunteer programs in EMEA; Manages and documents transparently volunteer related finances;
- Collects, processes and disseminates relevant volunteer information throughout EMEA Habitat network;

Volunteer policies, best practices, materials & tools

- Collects input and feedback between HFHI and country programs on global volunteer initiatives;
- Ensures sharing and implementation of HFHI global and regional volunteer best practices, resources, tools and systems;
- Consults with and supports National Offices and Affiliates in volunteer program monitoring and evaluation;

Promotion, field support, consultation & training

- Promotes the EMEA volunteer programs both within and outside of EMEA;
- Ensures EMEA volunteer program quality and compliance with HFHI minimum standards (Standards of Excellence);
- Handles all Global Village (GV) related field issues;
- Consults with and supports National Offices in the delivery and development of GV hosting and sending programs;
- Serves as liaison between hosting programs and sending programs as necessary;
- Plans and organizes regular meetings with volunteer staff from EMEA countries (e.g. calls, webinars, conferences, etc.);
- Identifies training needs and provides regular training opportunities for new volunteer staff and training, resources and consultations for implementation of new tools, systems, policies;

Area office GV sending program quality, promotion, effectiveness & sustainability

- Oversees the coordination of the GV sending program in the EMEA countries with no Habitat office representation;
- Promotes and markets the GV program through current and new partners with aim to generate unrestricted income for Habitat operations and grow long-term supporters of Habitat mission (donors, advocates);
- Ensures high quality of the GV program including high standard donor care to build sustainable partnerships and implements effective monitoring and evaluation of the program;
- Develops and maintains relevant up-to-date materials and resources including website and social media;
- Plans and coordinates awareness- and profile-raising campaign and marketing of the GV program together with the Volunteer Program Specialists and Communications Department.
- Collaborates with the Corporate fundraising team on the corporate volunteer program model and opportunities;

SKILLS, COMPETENCIES, AND EXPERIENCE

Required:

- Multitasking, stress resistant, able to prioritize and manage deadlines;
- Comfortable with administrative work;
- Ability to work independently but also a team player (both intra- and inter-department);
- Fluency in English (written and spoken), knowledge of other foreign language welcomed;
- Strong organizational and problem solving skills;
- Excellent writing, verbal communication and presentation skills;
- Computer proficient and demonstrated experience in Word, Excel, Powerpoint and online systems
- Excellent people skills with ability to communicate cross-culturally and cross-functionally
- Training and mentoring skills;
- 5-10 years of related work experience;

Preferred:

- Min 5 years working experience in NGO sector and development;
- Volunteer management experience is highly preferred
- Understanding of Africa and the Middle East region and cultural sensitivity issues;

Beneficial but not required:

- Global Village experience is welcomed;

If you'd like to join the global team in Bratislava and you qualify within the specified job requirements, submit your motivation letter and CV as ONE DOCUMENT (with position#) in English to Human Resources at emeahr@habitat.org. Only short-listed candidates will be contacted for an interview.

The employment is for a definite period of time of maternity and parental leave. The expected duration of the employment is between 12-18 months.

To find out more about Habitat for Humanity, visit <http://www.habitat.org/>