



## JOB VACANCY: PROJECT OFFICER

### General particulars of post

Working hours: 14 hours per week

Salary: £12.87 per hour (Band B)

Workplace: Norwich

Duration of contract: Fixed term contract of 8 months with possible extension.

Period of notice: One month

### Skills & Experience

#### Essential

Spanish language skills (Full working proficiency)

Organised and methodical

A clear written communicator

Administration experience

Willing to travel internationally (with notice)

Educated to degree level or relevant experience

#### Desirable

Background in international development

Fundraising experience

Meeting and events coordination

Knowledge of the voluntary sector

Monitoring and evaluation experience

French (full working proficiency)

### Scope of the post

Banana Link is looking to hire a Project Officer on a fixed term contract, with the possibility of an extension dependent on funding. The post involves undertaking project activities under the guidance and management of Banana Link's National Coordinator; this will specifically include the coordination of a Global Gender Equity meeting of banana industry representatives in June 2020 and will involve overseas travel to attend the meeting itself which is expected to be in Berlin. Coordination will involve liaising with small-scale farmer and trade union partners in Latin America, West Africa, Caribbean and the Philippines to coordinate their participation in the event - for this reason fluency in Spanish is required and basic written French skills would be an advantage although not essential. Please be aware language competency will be rigorously tested at interview stage, so we ask that applicants do not apply unless they have the required level of Spanish fluency.

Other key tasks will include managing relationships with our small-scale farmer and trade union colleagues in Latin America and enabling their voice through the development and submission of funding proposals, facilitation of project reporting and enabling their participation in global meetings.

The role also entails support with writing monitoring and evaluation reports, communications with funders and donors, and other administrative tasks required by the organisation.

We feel this role would be ideal for any candidate with fluency in Spanish looking to use their language skills in a professional setting, or seeking a career in international development, or somebody interested in working in the voluntary sector. There is a possibility of extending the contract and / or developing this role beyond the current job description.

We encourage you to contact us with any questions regarding the position at [info@bananalink.org.uk](mailto:info@bananalink.org.uk).

### Principal responsibilities

#### Project Delivery and Support

- Undertake project activity, under the supervision of the National Coordinator and other project

coordinators.

- Assist with maintaining financial and narrative records of project activity.
- Work in close cooperation with the Communications Officer to share project impact with supporters and other external stakeholders.
- Liaise with project partners in English, Spanish and if possible, French.

### External Meetings

- Pre-meeting facilitation as directed by the National Coordinator. Including tasks such as: flight bookings, hotel reservations, hiring of interpreting equipment, preparation and organising translation of documents, liaising with venues and caterers and communication with participants in English, Spanish and if possible, French.
- Note taking and participation in meetings of networks, including Euroban and the World Banana Forum when appropriate.

### Fundraising

- Help with funding appeals and the creation of our annual report.
- Assist with funding applications and both narrative and financial reporting
- Maintain a funding database and confirm receipt of funds with donors.

### Internal Operations

- Support the National Coordinator with office management as and when required
- Support the organisation of the quarterly meetings of our Management Committee as and when required
- Maintain records of our in-house policies and update as necessary