



## JOB VACANCY: PROJECT OFFICER

### General particulars of post

Working hours: 7 hours per week

Salary: £12.87 per hour (Band B)

Workplace: Norwich or home based

Duration of contract: Fixed term contract of 12 months with possible extension.

Period of notice: One month

### Skills & Experience

#### Essential

English & French language skills (Full working proficiency)  
Organised and methodical approach  
A clear written communicator  
Meeting and events organisation  
Willing to travel internationally (with notice)  
Educated to degree level or relevant experience  
Ability to manage own workload/work independently  
Understanding of how value chains operate  
Research skills

#### Desirable

Background in international development  
Experience of reporting to funders  
Experience of (coordinating) translation  
Knowledge of the voluntary sector  
Spanish language skills  
Administration experience

### 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 of the Rethinking Value Chains collective (RVC) under the guidance and management of Banana Link's Project Coordinator.

The RVC collective works to bring together approximately 40 civil society actors working in diverse sectors - not just bananas, but other agricultural products, textiles, electronics, minerals etc - to develop innovative ways of working together to ensure sustainable production and trade. The collective works in collaboration with NGOs, trade unions, academics and students to share learning, carry out research and develop recommendations to inform RVC strategy and advocacy activities.

The network operates in French and English and is coordinated by Banana Link's Project Coordinator (based in France) and French NGO, ReAct. If not, office based in Norwich, this would be a lone working role with Skype and other online communications with the Project Coordinator, other Banana Link staff and network members. It is essential that the post-holder could work fluently in French and has the ability to learn a new vocabulary relevant to value chains reasonably quickly.

The Project Officer would support the coordination of one large global bi-lingual conference of the RVC collective (February 11th-13th 2020, near Paris), including partners from the Global South, and a number of smaller events in France and the UK throughout the year. The Officer would be expected to participate in the February RVC conference at the minimum, and ideally other RVC events, to support with logistics and take notes to contribute to event reports and follow-up. Additional hours attending meetings could be taken as Time Off in Lieu (TOIL). Between meetings the Officer would coordinate communications and news updates within the collective using [Framalists](#) software, for which training could be provided. The Officer would be asked to join RVC calls to record and share minutes of these

calls, as well as supporting the Project Coordinator in follow-up communications with partners. Support would also be required to prepare reports and documentation in preparation for meetings and events, including organising translations in collaboration with the Banana Link Translation Coordinator.

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 fluency in English and French.

We feel this role would be ideal for any candidate with fluency in French looking to use their language skills in a professional setting, notably in international development. There is a possibility of extending the contract and / or developing this role beyond the current job description. With the right language skills this role could be undertaken alongside the other Project Officer role also currently being advertised.

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**

- supporting the documenting of RVC activities and sharing these with partners, including meeting reports and call minutes
- writing and disseminating communications and news updates within the network using the Framalist
- coordinating translations with professional translators and Banana Link's team of volunteers
- supporting the various research initiatives including reviewing student research documents and developing presentations to share results
- assist with maintaining financial and narrative records of project activity.

### **External Meetings**

- supporting the organisation of meetings and events, including venue logistics and interpretation services, travel, visa and accommodation arrangements for delegates from the Global South and Europe, and preparation and dissemination of meeting documents