

Project Officer/Co-ordinator

Job Description

Working hours: Part time 3 days a week, immediate start

Duration: 1 year [with option of renewal]

Location: Stockport/Manchester [office] & international [role remit]

Reporting to: Programme Manager, Project Manager

Responsible for: Medical volunteers

Salary: £21,000 pro rata

About Doctors Worldwide:

Doctors Worldwide is a UK based charity involved with providing medical assistance to those in need around the world. Underpinned by the values of Integrity, Excellence and Collaboration, our operational platform works on the basis of empowering communities to promote and strengthen healthcare by means of teaching, training support and skills exchange, developing long-term strategies and partnerships to develop low cost impactful solutions, as well as responding to emergencies through collaboration.

Purpose of the Role:

We are looking for a highly motivated and experienced project officer/coordinator to provide administrative support for our international healthcare and humanitarian projects worldwide. Based in the UK office, the project officer will need to be flexible with excellent attention to detail. A logical approach and strong organisational skills are essential and applicants are requested to demonstrate this in their cover letter and CV. Experience in international/humanitarian projects are desirable but not essential for this post.

Person Specification:

Project Officer/Co-ordinator, Doctors Worldwide	Essential	Desirable
<i>Character</i>		
• Self-disciplined	X	
• Integrity	X	
• Proactive nature, self-driven	X	
• Professional and friendly attitude	X	
• Responsible and considerate	X	
• Maintain confidentiality at all times	x	

<p><i>Experience</i></p> <ul style="list-style-type: none"> • Experience of supporting projects and programmes • Experience in project management at any level • Experience in designing and/or implementing projects and programmes as part of a team • Experience of project oversight and compliance or an appreciation of it • Experience in working and collaborating with stakeholders • Experience organising and managing volunteers 	<p>X X X X X X</p>	
<p><i>Skills</i></p> <ul style="list-style-type: none"> • Excellent project administrative skills • Ability to think and work logically with a logical approach when supporting projects and programmes • Demonstratable problem solving and analytical skills • Ability to work creatively and proactively and use own initiative • Project management skills • Strong organisational and time management skills with the ability to plan and prioritise a diverse workload • High attention to detail • Excellent Information Technology skills • Excellent communication in the English language • Ability to leverage and work alongside experienced medical/non-medical staff to implement quality healthcare programmes 	<p>X X X X X X X X X X x</p>	
<p><i>Knowledge</i></p> <ul style="list-style-type: none"> • Knowledge of standards and practice for programme effectiveness and impact • Knowledge of global health and health care programmes • Understanding of project planning and implementation 	<p>X X</p>	<p>X</p>
<p><i>Commitment</i></p> <ul style="list-style-type: none"> • Willingness to travel around the UK and internationally • Passionate and motivated about humanitarian work • Enthusiastic and flexible work ethic, with willingness to work beyond expected work hours and duties in order to achieve organisational objectives, and adopt a holistic approach to their role within the organisation. • Understanding of international development and health contexts 	<p>X X X</p>	<p>X</p>

To apply for this post, please email your CV with a covering letter [4 pages maximum] demonstrating your suitability to the post and explaining how you meet the person specification to info@doctorsworldwide.org. Application closing date: Sunday 5th January 2020, Midnight.

Doctors Worldwide is looking for a project officer/coordinator to start immediately and we reserve the right to close applications before the deadline if a suitable candidate is found before then. We highly recommend that you submit your application immediately to be considered.