



BOLIVIA INFORMATION FORUM

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Bolivia Information Forum Coordinator

Job Description

Background

The Bolivia Information Forum was set up in 2006 by a group of people concerned about the lack of coverage in the press and availability of information and analysis on Bolivia in the UK. The foundations were laid for an information and advocacy group on Bolivia. Since then the group has been consolidated, building up a large network of subscribers in the UK, North America and Europe and leading a number of successful initiatives to build links between the UK and Bolivia.

The aims of the BIF are to promote the rights and interests of the people of Bolivia - in particular those of vulnerable groups – through awareness raising and educational activities, information sharing, campaigns and events. We also use the information we produce to lobby decision makers in the UK, at the EU or elsewhere on issues raised by developments in Bolivia.

Purpose of the job

To take forward the aims of the organisation.

Duties and responsibilities

1. Fundraising and Financial management

- Managing budgets and financial accounting, control and record keeping.
- Identifying potential donors and writing donor applications.
- Grant management, including financial and narrative reporting.
- Maintaining positive relations with donors.
- Initiating and carrying out additional fundraising activities and initiatives.

2. Communications, advocacy and event organising

- To be the first access point for enquiries
- Edit, present and disseminate BIF publications, including the BIF Bulletin, BIF News Briefing, BIF Special Bulletins and events publicity.
- To manage the BIF website, upload information and notices.
- Manage social media presence.
- To organise key events such as visitors tours to and from Bolivia and meetings with relevant stakeholders.
- To organise public meetings and special events such as documentary film screenings, book launches, campaigning, cultural and fundraising events, and events on relevant policy themes.
- Networking with other organisations to actively raise BIF profile and expand BIF subscription levels.
- Hold meetings and briefings with MPs, government officials, MEPs and EU officials, trade union officials, academic institutions, media, and others.
- Maintenance and development of the BIF mailing lists and operation of BIF mailing list provider.
- To translate documents when required, and interpret for visitors.
- Maintain relations and communications with Bolivian civil society, politicians and others.

- Research and analysis of political, cultural, social and economic situation in Bolivia, in conjunction with others.

3. Administration and IT

- To manage computer systems and software.
- General office management and administration including equipment and furniture, filing and record keeping, facilities and services.
- Co-ordinating and managing volunteer support.
- Co-ordinating activities with Management Committee members.
- Developing strategic plans and work programmes in conjunction with the Management Committee.
- Preparing minutes of Management Committee and other meetings.

Person specification

Specification	Essential	Desirable
Education	1. Educated to degree level, preferably in an area related to development, Latin American studies or human rights, or an unrelated degree with post-graduate studies in a relevant area	
Abilities	2. Able work alone with creativity and initiative 3. To be able to relate to a wide range of people	
Experience	4. At least two years' experience of project administration or support, preferably in a similar role or in the voluntary/NGO sector 5. Experience of, and demonstrated skills in raising funds for projects 6. Experience of working with people of other cultures and backgrounds 7. Experience of organising meetings and conferences 8. Experience of working under pressure, meeting a wide range of requests 9. Some experience of work on development issues within the Latin American region 10. Experience of writing or editing for publication in print or online, preferably educational or campaigning materials	20. Experience of lobbying or campaigning 21. Experience of strategic planning 22. Experience of making appropriate recommendations for policy and action
Skills/ knowledge	11. Fundraising skills and knowledge of UK funding environment 12. Excellent computer skills, including Word, Excel, PowerPoint, Access, email and internet 13. Excellent communication skills, both written and verbal and close attention to detail in written work 14. Native-level English language skills and advanced level Spanish, competent translating and interpreting skills 15. Ability to organise and prioritise a demanding and varied personal workload, including working under pressure to achieve deadlines 16. Understanding of international development issues	23. Knowledge of Desk Top Publishing 24. Knowledge of UK and EU parliamentary procedures
Other	17. Commitment to BIF's purpose, vision and values, commitment to social justice and human rights 18. Flexibility to undertake a range of hands-on duties associated with working in a small organisation 19. Understanding that although BIF aims to be a transparent organisation, this post requires confidentiality in certain matters	

Terms and Conditions

Salary: £ 23,000 pro-rata.

Hours: 3 days per week (21 hours per week). A certain amount of evening work (e.g. attendance at meetings) and weekends (e.g. attendance at conferences) may be required, for which time off in lieu may be taken. The Coordinator will usually work in the Bolivia Information Forum office during normal office hours, the office space is currently shared with the Peru Support Group. The Coordinator should be willing to travel overseas for up to 3 weeks at a time.

Holidays: 25 days annual holiday pro-rata plus bank holidays.

Contract: 9 months, with likely extension subject to additional funds being raised.

The Bolivia Information Forum is only able to provide maternity, redundancy or sick pay within the statutory requirements.

Deadline for applications: 9.00am GMT Wednesday 27 March 2013

Date for interviews: w/c 1 April 2013.

Applications will consist of a CV and cover letter. To express interest and receive a suggested format for the cover letter, please send an email to:
enquiries@boliviainfoforum.org.uk

We are looking for a self-motivated individual who shares an interest and enthusiasm for Bolivia and Latin America. The applicant should be able to prioritise tasks and have a track record of working alone.

Please note that due to UK law, BIF is only able to employ people with UK/EU employment rights.

Unfortunately only shortlisted candidates will be contacted.