

# PROJECT COORDINATOR INTERN

**Job Title:** Project Coordinator Intern

**Reporting to:** Volunteer Coordinator & Partner Projects Manager

**Responsible to:** Managing Director

**Location:** Frontier Office, London, UK

## PRIMARY FUNCTION

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To assist with all aspects of new project development, review and maintenance of Frontier Group and Partner projects whilst ensuring the effective coordination of volunteer training and pre-departure preparation.

## GENERAL OUTLINE OF THE ROLE

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**To assist the Volunteer Coordinator and Partner Projects Manager with the following:**

- Providing information about projects, expeditions, fundraising, medical and safety issues, insurance, kit requirements, travel arrangements, and cultural issues for all volunteers;
- Developing positive relationships for Frontier through mailings, advertising, public relations, listings and the website
- Working closely with the Partner Projects Manager to help develop new and exciting conservation and research projects globally
- Help with coordinating, planning and implementing the briefing and training weekends for volunteers;
- Continually review and maintain effective marketing literature and project specific information through project feedback from the field.

## MAIN DUTIES & RESPONSIBILITIES

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**To assist the Volunteer Co-ordinator and Partner Projects Manager with the following:**

- To advise on international travel arrangements and other pre-departure queries for the volunteers;
- To help co-ordinate the quarterly deployment of all volunteers and expedition equipment;
- To manage the administration and sale of expedition kit for volunteers;
- To assist with the quarterly briefing and training weekends, including the recruitment of ex-volunteers and staff, production of briefing material, and organising the food, accommodation and briefing rooms;
- To be responsible for the continual improvement of Frontier's photographic library;
- To provide information to country HQs overseas as and when necessary;
- To develop the debriefing process for ex-volunteers;
- To maintain databases for former volunteers, media contacts, production contacts, schools and universities, and counterpart organisations;
- To arrange mailings to schools and universities, and respond to their queries;
- To attend fairs and events, promoting Frontier to potential volunteers;
- To ensure that listing information in relevant publications and websites is current;
- To assist with advertising, press relations and website maintenance;
- To develop and co-ordinate the recruitment sessions, including organising presentation material, recruiting staff to assist;
- To send out information packs, answer general enquiries from prospective volunteers and monitor enquiry and application numbers;
- To run the administrative side of the office, including ensuring sufficient stationery and information pack supplies;
- To maintain health and safety standards;
- Any other task which the Managing Director requests.

- To assist with volunteer recruitment by attending careers fairs and giving presentations as required by the Events and Outreach Co-ordinator.

## TERMS & CONDITIONS

- Contract Duration:** 6 months, minimum of 4 days a week, 10:00 – 17:30 with possibility of extension.
- Accommodation:** N/A
- Travel:** Travel allowance available.
- Insurance & Admin:** N/A
- Subsistence:** Non – salaried position. Subsidised 10-week overseas placement on a Frontier research programme (excluding return flights, visas, insurance, and dive- training) on successful completion.
- Training:** N/A

## JOB SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualifications Education/Knowledge:</b>	- Educated to degree level	- Knowledge of conservation issues - First aid qualification
<b>Experience:</b>	- Experience of office management and administration	- Experience of working with NGOs - Experience of working with volunteers or training - Experience of budget and financial management
<b>Skills:</b>	- Excellent written/oral communication and presentation skills - Negotiation and liaison skills - Administrative and time management skills - Excellent computer skills	- Full driving licence - Database experience
<b>Personal Attributes:</b>	- Commitment to conservation - Flexible approach - High attention to detail - Ability to motivate others and work as part of a team - Sense of humour	