



## **Volunteer Opportunity:**

Education Partnership Development Model Builder

**Time Period:** Minimum time of 4 months

### **Job role:**

The Global Development Foundation(GDF) volunteer will work directly with an GDF focusing directly on strategic model development. Working alongside the partnership director, the volunteer will work to help develop the partnership model in a more structured and efficient way.

The role primary involves understanding, conceptualizing and defining the structure of the model. The roles and responsibilities people and policies will play within that structure, and the needs required driving the organization to continue its work in the future.

The consultant will advise and assist in the improvements and role-out for this structure and set guidelines for its future use and development.

### **Responsibilities:**

- Defining the model structure
- Advising on the model structure
- Creating template documents
- Developing a resource library
- Creating a long term plan

### **Skills requirements:**

- Good computer skills and knowledge of Microsoft office
- Excellent interpersonal and social skills
- Good communication skills
- Superior organizational skills

### **Educational background in one of the following:**

- Administrative systems
- Finance
- Governance
- Monitoring and evaluation
- Program development
- Education
- Fundraising
- Marketing
- Organizational development

**Housing and working conditions:**

GDF will assist in finding housing for the volunteer. However, GDF is not responsible for housing, living and travel costs and no stipend will be provided. GDF may provide a laptop and cell phone during the work period.

**Expectations**

To volunteer with dedication, professionalism and flexibility. GDF is a highly selective volunteer opportunity designed to challenge the volunteer to grow professionally in a complex work environment. GDF expects volunteers to come with a genuine desire to make a significant impact on the current status of children's education by providing valuable skills and personally challenging themselves to grow and develop.