



TERMS OF REFERENCE (TOR)

Volunteer Coordinator

Friedrich Naumann Foundation for Freedom (FNF) Jordan is looking for a consultant as a “Volunteer Coordinator” to amplify our volunteering space/lab and volunteer community in Jordan.

Start Date: Immediate, once the technical proposal accepted and the contract signed.

Type of contract: Service agreement/Consultancy

Duration of consultancy: 9 months

The submission deadline for applications: March 17, 2021

Friedrich Naumann Foundation for Freedom (FNF)

The “Friedrich Naumann Foundation for Freedom” (FNF) proudly looks back on a long history of changes and challenges. From its establishment until now, the foundation grew constantly and became a globally-operating institution. In April 2007, the foundation’s name was extended by “for Freedom” to underline the new concept of “Marketing for Freedom” worldwide. Today, the label “for Freedom” is widely associated with successful projects.

Based on liberalism, the underlying principle of the foundation’s political activity, FNF is engaged in political education in both Germany and abroad. With our activities and publications, we help people to exercise their rights of political participation. We also provide scholarships for talented individuals. Our headquarters is located in the city of Potsdam and we maintain offices all over Germany together with project offices in over 60 countries worldwide. The Friedrich Naumann Foundation is an open laboratory of freedom and a global liberal think-tank. With over 200 employees, the Friedrich Naumann Foundation for Freedom is the biggest liberal institution worldwide with a comprehensive network of partners, experts, and volunteers.



Our Vision:

The Friedrich Naumann Foundation for Freedom is a creative platform for innovation, intending to enhance the values and goals of liberalism worldwide.

Our Mission:

Our activities target individuals who share our core principles on liberalism. We advise, motivate, and inspire relevant stakeholders and create shape, and market solutions for tomorrow that are based on enhancing individual freedom and responsibility. We are the creative think-tank of liberal politics in Jordan and the MENA region.

Background

FNF Jordan has recently developed a new strategy for its projects, which will be implemented from 2021 to 2023.

The strategy indicates that FNF is a creative innovation platform of freedom for society, and its mission is to appeal to specific target audiences interested in liberal solutions in Jordan who share the core values of the foundation. FNF advises, inspires, and motivates leaders in society, and it creates, builds, and promotes subjects of freedom for tomorrow and the day after tomorrow.

The FNF's strategic goal is to provide the target audience with civic education training by giving them an identity, status, knowledge, skills, and network.

According to the FNF Jordan strategy, FNF aims at developing a community of volunteers in each governorate in Jordan in collaboration with the FNF's partner organizations.

Volunteer Coordinator Roles and Responsibilities

The Volunteer Coordinator is responsible for all aspects regarding the FNF volunteer community, from recruiting new volunteers and promoting volunteer opportunities to conveying the FNF's purpose to the public. He/She arranges all the details of volunteering and keeps all parties informed.

Main Roles:

- Develop a well-organized, creative, and innovative structure for FNF's volunteer community;
- Research and write volunteer policies and procedures, including risk assessments;
- Generate appropriate volunteering opportunities and role descriptions based on the needs of FNF;



- Raise the awareness of the FNF and partner organizations staff of the role and the function of volunteers;
- Prepare codes of conduct and operational procedures to uphold the FNF's values;
- Ensure there are appropriate support and training for volunteers;
- Promote volunteering (internally and externally) through recruitment and publicity strategies and campaigns;
- Source and recruit volunteers through various techniques;
- Assist FNF and partner organizations in interviewing and recruiting volunteers and ensure they are appropriately matched and trained for a position;
- Collect information on availability and skills;
- Coordinate teams of volunteers for large-scale actions;
- Communicate frequently with volunteers to ensure they are satisfied and well-placed;
- Disseminate information for upcoming activities and events;
- Monitor, support, motivate, and accredit volunteers and their work;
- Celebrate volunteering by nominating volunteers for awards and organize celebration events;
- Offer advice and information to volunteers and partner organizations through face-to-face, telephone, and email contact;
- Organize profile-raising events to attract new volunteers;
- Assist in managing budgets and resources assigned to volunteering, including the reimbursement of expenses;
- Keep up to date with policy related to volunteering and make any necessary modifications to accommodate changes;
- Monitor and evaluate volunteering activities and write reports for FNF;
- Assist in managing and coordinating activities at the FNF volunteering space/lab and with the partner organizations;
- Assist in developing a monthly and yearly calendar for the volunteering activities/events at the FNF's volunteering space/lab;
- Maintain databases and undertake any other duties related to the FNF volunteer community.

Qualifications and Skills

- Although this area of work is generally open to all graduates, a degree in the following subjects may increase your chances:
 - Human resource management.
 - Social work.
 - Youth and community work.
 - Community Organizing.



- Entry without a degree is possible as employers often value experience over academic achievements.
- At least 5 years of progressive experience in community organizing, volunteer coordination, and youth engagement in Jordan.
- Experience in civil society work and civic engagement.
- Excellent communication skills.
- Strong interpersonal skills, to deal with a diverse range of people.
- Experience in managing and coordinating projects, initiatives, and volunteers (paid or unpaid).
- Experience in participatory leadership approach.
- Experience in recruiting volunteers through various channels.
- An empathy with volunteers and an understanding of their needs.
- The capacity to inspire and motivate others.
- The ability to deal with information in a confidential manner and respond with sensitivity.
- Good organizational skills and the ability to manage a variety of tasks administrative and IT skills, and an ability to maintain records and produce clear written and oral reports.
- A flexible and non-judgmental approach to people and work.
- The ability to cope with limited resources, seize opportunities and think creatively.
- Arabic speaker with excellent English skills.

Working Hours

The Volunteer Coordinator generally works at the FNF office for at least 2 days a week. The work also involves visits to the FNF's partner organizations in different governorates, where the FNF's volunteer community will be established.

Application Instruction and documents required

If interested to apply, send the following documents:

1. An updated resume highlighting past experiences in similar work.
2. A motivation letter.
3. Technical proposal, which should present a creative and innovative approach to establish, manage, and organize a volunteer community in the governorates of Jordan, as well as the expected honoraria for this consultancy.

To mutasim.mahadeen@freiheit.org, kindly note that applications without all documents will not be considered.