



Temwa Programmes Volunteer – Job Description

Job Title: Programmes Volunteer

Location: Homebased and/or Temwa Office, Bristol

Start Date: December 2021 or January 2022

Duration of work: Part-time 1-2 days a week (minimum of 5 months), ideally including at least a half day on Mondays.

About Temwa

Our goal at Temwa is to harness the power of bringing communities together. Temwa means 'love, within a community,' in the language of Tumbuka. We are a Bristol-based charity committed to empowering remote communities in Malawi to end poverty and transform their own futures. We inspire local communities in the UK to help bring about this change.

We know that without the central involvement of the communities in a project we cannot do anything that lasts. Temwa draws on 18 years of experience working with remote communities in Malawi to understand that many of the challenges faced by poor rural communities are linked and mutually reinforcing. To make a lasting change, we partner with the communities and work through local structures to tackle the multiple causes of poverty simultaneously, not just symptoms.

We have a highly skilled team of over 20 employees in Malawi implementing this work, based in two offices in the Northern Region. Our UK office, based in Bristol, comprises of a small fundraising and operations team of six staff (out of whom five work part-time), 1-3 volunteers and a wider family of supporters, committed to achieving this goal.

Volunteer role overview

We are looking for a highly motivated and committed volunteer, with a passion for international development, to support Temwa's programmes team in the UK with project management and related systems. This is a great opportunity to join a small, friendly team and gain valuable experience of working in the charity/NGO sector. As a key member of the programmes team, you will have real responsibilities and will be able to apply your existing skills and experience to our organisational mission, whilst developing your skill set and enhancing your CV. You will report to the Programme Quality Advisor, but also work closely with other team members.

Main duties

You will have opportunities to work on a number of tasks across the project management cycle. Priorities will be agreed upon and regularly reviewed based on Temwa's needs and your interests.

- Reviewing internal reports and compiling monthly feedback to our Malawi team
- Assisting with writing of external donor reports and case studies
- Further developing a new results database and project data sheets, including researching and inputting data into those
- Helping to update project budgets as needed



- Supporting with the merging of Temwa UK and Malawi file storage systems
- Assisting with other project management systems such as project implementation plans and a challenges log as needed
- Other ad hoc support for the team as required

Do you have the skills we're looking for?

Essential

- Experience of working on multiple projects
- Excellent written communication skills
- Able to think laterally and produce original materials
- Excellent attention to detail
- Ability to work flexibly in a team with enthusiasm and commitment
- Interest in Temwa's aims and a passion to do something about it
- Degree standard qualification

Desirable

- Experience of working or volunteering with NGOs or charities
- Understanding of project management

How to apply?

If you would like to apply, please send your CV and a cover letter (1 page) outlining what you can bring to the role to Sally Taylor sally@temwa.org. Applications close on **Thursday 18 November at 9am**, although they will close earlier if a suitable candidate is confirmed.

We look forward to receiving your application!