

Volunteer Partnership Officer Task Description

The main purpose of the role is to assist the current Partnership Officers to work with partner organisations to enable them to assist artisans in Africa to develop livelihood opportunities.

In particular the tasks include:

- Liaising, and developing working relationships, with partners, potential partners and other overseas organisations.
- Developing links with other UK development organisations working in the same areas as Tools for Self Reliance.
- Administering and managing the UK end of projects, including processing tool requests.
- Providing information about the artisan support programme to other staff members for fund raising and public awareness.

There may also be opportunities to help with developing partner projects and with monitoring and evaluation.