



## **We're looking for a Volunteer manager including HR and Office support.**

*Are you looking to make the world a better place?*

*Do you want to make some real impact and join a team of highly motivated and dedicated people with a true joint ambition? You've found your match!*

### **The Movement**

Movement on the Ground is a foundation that started on Lesbos, Greece in 2015 in response to the humanitarian crisis affecting the innocent men, women, and children forced from their homes due to war, poverty and climate change. Our initial aim was to fill the gaps in humanitarian aid provided at the time – which we are still doing – but now, we have come to the conclusion that the so called “system gap” is solvable, and this is something we are working on together with both the Greek and Dutch governments. We are very proud to now provide relief in refugee camps on Lesbos, Samos and Chios, as well as support unaccompanied refugee minors in Athens at our unaccompanied minor shelters. The projects that we run in these camps and shelters are designed to bring dignity, sustainable and innovative solutions.

### **A little about the team**

We are a bunch of like-minded, out-of-the-box thinking, hands-on entrepreneurs from all corners of the world, who are constantly challenging the status quo. We come served with a side of humility and we are always looking into ways to build bridges between all the stakeholders involved in the European migration situation. We all have the same goal, to spread our vision of making the world a better place.

*Nothing is impossible for us; this is how we act, how we think and how we work.*

### **Why do you want to join us?**

In order to operate as an organisation, we need a great deal of freedom, a vibrant and inspiring work environment and an access to a large network that is directly involved in our mission. So, that's what you get if you work with us!

We are changing the status quo in the NGO world by empowering refugee camp residents by including them in all of our activities by utilising their skills so that they feel part of the solution and a part of a community as a whole. We bring innovative, sustainable solutions for a positive impact on the refugee crisis.

This means: **steep learning curve | pushing forward mentality | getting things done!**

For more about us and what we do see here, <https://movementontheground.com/about-us>

### **The goal of this role**

Every year, about 250 volunteers from all over the world travel to Lesbos or Samos in Greece to help run our programs on the ground. In addition, on average we have between 10-15 volunteers working in our office in Amsterdam.

Your role is to help MOTG to further develop and run an engaging volunteer platform. Next to that the Head of Office needs support in HR and running the office.

### **What will you be doing to make this happen?**

You will be overseeing the whole visiting volunteer program, from recruiting volunteers, to processing their applications, preparing them for volunteering, and keeping in touch with them once they stop volunteering. Together with the Volunteer Coordination team, you will be responsible for further developing an engaging volunteer platform and ensuring that the volunteer journey is as smooth and positive experience as possible. We want to stay connected with all potential, new and previous volunteers in an exciting way and keep them closely linked to our movement. In addition to this, you will support the Head of Office in HR and office related projects.

- Further developing a volunteer engagement plan together with the Volunteer Coordination team and the Head of Office. This could include volunteer events.
- Overseeing the whole volunteer program, including working on recruitment, evaluation of the program and taking initiative in kick-starting any needed improvements.
- Responsible for the volunteer application procedure.
- Together with the Head of Office you're safeguarding the MOTG culture.
- Creating together with the Head of Office a wellbeing and health plan for our employees as part of MOTG being a people centred company.
- Responsible for a clear onboarding procedure for the field and the Amsterdam office.
- Taking part in employee recruitment.
- Helping out with admin HR work such as contracts and recruitment.
- Office administration, such as daily email follow-ups and finance.

### **Competencies and skills**

- 1-2 year working experience in HR, so you can start running with us straight away.
- You are great in building relationships; you can easily communicate and connect with different kinds of people.
- You know what is happening in the world of HR (GDPR proof) and are experienced in using various tools and programs, such as NMBRS and Salesforce.
- Fluent in English – written and spoken. A good level of Dutch (B1-B2) is preferable.

### **Who are you?**

You have lots of energy, an open-mind and you think outside the box. You're a team player who shares our vision! You're also:

- A people person.
- Social, likeable and friendly; willing to take on any (even rather unknown or new) task with a smile.
- Organised, eye for detail, fast paced, not scared of taking initiative, proactive.
- Flexible and a team player; happy to do menial jobs to help keep the machine running.

### **What we offer you**

- A full-time position.
- To join an inspiring & entrepreneurial team on a mission to change the world!
- A network of likeminded, creative and influential people.
- A new and fully catered office in Amsterdam Noord.
- Start date 1st of July 2021.

**If you want to join us for this position, please send us**

- Send us a copy of your CV.
  1. Your answers to these questions:
    - Why is this the right time for you to apply?
    - How would your best friend describe you?
    - If money wouldn't be an issue, how would you solve the refugee crisis?
  2. A (max 2 minute) video of yourself where you share your best travel experience ever!

**Contact details**

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