

International Tree Foundation Programmes Volunteer - Role Description

June 2019



About International Tree Foundation

At the International Tree Foundation (ITF) we plant, protect and promote trees and forests in the UK and internationally by working with communities to establish sustainable community forestry projects that benefit individuals, communities and the environment.

Role description

This is a great opportunity to volunteer with ITF at our offices in Osney Mead, Oxford. It offers the chance to learn new skills, gain confidence and experience working in a dynamic office environment while contributing to our vital work.

Working closely with the Programmes Manager you will have the chance to learn and contribute to all areas of our programme management. This involves monitoring and supporting forestry projects in Africa and the UK from our office in Oxford.

We are looking for an excellent communicator with a dynamic and well-organised approach. If you are motivated, enthusiastic and especially if you have experience with environmental projects and an interest in environmental and international development issues, then this is the perfect role for you.



Main duties include:

- Keeping up to date with our projects across Africa and the UK:
 - Preparing agreements
 - Reviewing project reports
 - Communicating with project teams
 - Organising and taking part in calls with project partners
- Writing stories about our projects for our website
- Helping to develop our project and trees database and mapping system
- Monitoring, contributing to and developing our African Community Forestry Network
- Managing calls for proposals
- Carrying out specific projects such as surveys with project partners
- Producing reports for donors
- Assisting at events
- Contributing to the activities of ITF as needed

Training can be given on the job, but knowledge/experience of the following areas would be useful: forestry/ agroforestry, natural resource management, environment, conservation, community engagement, GIS and mapping

Person specification:

We are looking for a committed, enthusiastic individual with the ability to work independently. In addition, the right volunteer will have:

- Strong communication and writing skills
- Ability to work independently and as part of a team
- Strong organisational skills
- The following additional skills will also be an advantage but are not essential:
 - Familiarity with GIS mapping systems
 - Familiarity with survey methods
 - Understanding of project management

What we offer

This position is unpaid. We offer expenses of up to £5 per day for lunch plus reasonable travel expenses.

Start Date

From June 2019. There is flexibility around the days worked and time commitment.

If you're interested in applying for the role, please send your CV and a letter (1 page A4) detailing your motivations to: programmes@internationaltreefoundation.org