

Job Description & Person Specification

Position:	Stronger Together South Africa Project Officer	Location:	Stellenbosch, South Africa
Reports to:	Stronger Together South Africa Project Manager – Western Cape	Date:	May 2019

Job Purpose:

To provide administrative support to the delivery of a two-year project to tackle forced labour in the agricultural sector in South Africa. Stronger Together South Africa began as a two-year project in May 2017 funded by the UK Home Office, and have been awarded funding to continue the programme for a further two-years building on the engagement, foundation and progress to date with the aim to expand the programme beyond the fruit and wine industries into the wider agricultural sector. The programme encourages businesses across global supply chains to act responsibly; to educate and equip suppliers with knowledge and pragmatic resources; to facilitate a platform for sharing of good practice and a support network to prevent, tackle and remediate forced labour in their operations and supply chains. To support the two Stronger Together South Africa Programme Manager's to ensure the project delivers on targets, on-time, and on-budget.

The Stronger Together South Africa Project Officer post is based within the office of the programme delivery partner, the Wine and Agricultural Ethical Trade Association (WIETA).

Duties and Responsibilities:

- Administrative Support**– To support the work of the Stronger Together South Africa Programme Manager's to manage the South African part of the project, according to the project plan, budget and reporting.
- Event Organisation**– To organise the programme workshops and roadshows and other events by sourcing and securing venues, organising catering, IT support required, and organising the relevant materials. To coordinate between the Programme Managers and training facilitators to ensure trainers are booked for workshops in a timely and efficient manner and their invoices are collected and paid. To communicate to workshop/event participants with the relevant pre-and post-event communications including joining instructions, workshop evaluations and certificates.
- Data Collection and Management** – To capture and maintain clear data records for the programme contributing to programme reporting including workshop registration data, post-workshop questionnaire data, collating trainers reports and noting if follow-up is required. Aligning and providing these for Stronger Together's central database/CRM. To interrogate the data to provide statistics for reporting internally and externally.
- Communications** - To communicate and update the Programme Managers, programme delivery partners, facilitators and relevant stakeholder's relevant information about the programme events and workshops as required. Managing and responding to general enquiries about the workshops and other elements of the programme as necessary. Participate in Stronger Together South Africa team calls.
- To deliver excellent customer service to members and others and undertake assorted tasks as arise from time to time and other reasonable duties and responsibilities as may be required.

Person Specification

Criteria	Essential	Desirable
Qualifications	Administrative or businesses related qualification or equivalent relevant work experience.	Bachelors degree in business, international development, social science or other related degree
Knowledge	An understanding of the agricultural industry in South Africa	An good understanding of labour exploitation and ethical trade
Experience	Minimum of 2 years' experience in administration including using Microsoft Office and databases. Experience of event organisation and management.	Experience of working in a self-motivated and proactive manner with limited supervision. Experience of organising training events across South Africa.
Languages	Fluent in English and Afrikaans	
Skills	Organisational; Interpersonal; Clear communication; Excellent attention to detail; Ability to work independently delivering day-to-day workload with minimal supervision; Ability to prioritise and work calmly under pressure; problem solving skills.	
Attributes	Positive, can-do attitude; Attention to detail whilst retaining sight of the bigger picture	
Circumstances		