



Terms of Reference

Position:	Learning and Development Volunteer
Department:	Human Resources & Development
Responsible to:	Learning and Development Manager
Location:	London Head Office
Duration:	3 months for 3 days per week (Wednesdays are essential. Merlin holds an information evening on the 2nd Wednesday of every month and volunteers will be required to work until 8.30 on those evenings)
Start date:	5th January 2009
Salary:	Un-salaried. Travel and lunch allowance (maximum £11 per day).

Only short-listed applicants will be contacted.

Merlin

Merlin is the only specialist UK charity which responds worldwide with vital health care and medical relief for vulnerable people caught up in natural disasters, conflict, disease and health system collapse. Each year, Merlin helps more than 15 million people in up to 20 countries.

Merlin is committed to staff development within the organization, the humanitarian sector and the countries where we have programmes. This is an opportunity for an individual with communication and administration skills to work with the training coordinator to organize training events and expand the training programme. In return the trainer will ensure the volunteer has as much exposure to training events to learn from his/her experience. .

Responsibilities:

- Dealing with general correspondence including emails.
- Advertising training events.
- Giving information to potential participants and managing participant's records.
- Assisting with training timetables.
- Organising resources and equipment for trainers.
- Assisting with Merlin training workshops and the Information Evenings.
- Working on visual presentations.
- Website searches for training events and presentations.
- Summarising training evaluations
- Assisting with administration and record keeping

Person Specification

Essential

- Interest in humanitarian work.
- Experience in administration.

Desirable

- Previous experience in events/workshops administration and/or coordination.
- Previous experience of training.

Data Protection

Please note, on submitting your application, you are agreeing to Merlin holding and using the information that you have given for the purposes of recruitment and employment – should an offer be made.

To apply for this position

Please download an application form from our website www.merlin.org.uk Completed form should be emailed to applications@merlin-uk.org stating in the subject field the job title, country and reference number (if any).

Closing Date: Sunday 7th December 2008



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