



Job Description and Person Specification

Job Title: Capacity Building and Training Coordinator

Location: Prijedor, North-western Bosnia

Working Hours: Flexible (21 to 28 hours per week)

Salary: Competitive (paid in Bosnian currency KM)

Summary

Most Mira is seeking to appoint a dynamic bilingual Capacity Building and Training Co-ordinator (CBTC) to be based in Prijedor, Northern Bosnia to take our existing work with young people and local communities into the new, exciting stage. The main aim of this project will be to develop Most Mira's permanent presence as a provider of participative arts based activities jointly for children and young people of all ethnic and religious backgrounds, mainly through support, training and networking, in the interests of helping to promote a peaceful future in the area. Working hours flexible with some international travel. The post is funded by UK based charitable trust and initially offered for one year, with possibility of extension for another year subject to funding.

About Most Mira

Most Mira, a charity registered both in Bosnia and the UK, works in Prijedor, the second largest municipality in Republika Srpska, situated in the Northwest part of Bosnia and Herzegovina. The violence which swept across Prijedor municipality nearly two decades ago, has left its mark. The process of reconciliation is very slow and the communities are still deeply divided. The local economic picture is bleak and high unemployment presents additional challenge in the process of peace building in the region. And the education system is fragmented and in many areas segregated along ethnic lines.

This is the backdrop to the annual youth arts festivals which Most Mira has been running since 2009. Despite many challenges, Most Mira has successfully involved local schools and youth groups in its festivals and provided workshops jointly for their pupils in order to counteract segregation. At the Festivals it is not only the children who are brought together, but also their teachers and parents. Most Mira recognises the impact the history and economy is having on young people of Prijedor area and our aim is to provide safe space for them to develop their skills, develop new friendships and to be inspired to create a better future.

For more details and Most Mira participatory approach and evaluation reports please visit our website <http://www.mostmiraproject.org/>

Job Description

Duties:

Training, capacity building, networking and local community development

- a) Organise and manage a training programme for local volunteers, groups and organisations to encourage them to begin to take over responsibility for planning future festivals and year round youth participatory arts activities with an emphasis on peace building and conflict resolution, in accordance with Most Mira's ethos and methodology.
- b) Work closely with existing Most Mira volunteers and partners in Bosnia and keep participating head teachers, teachers, local volunteers and residents involved throughout the year. Build on a success of existing Community Forum and further develop local community involvement and ownership of the project.
- c) Manage development of infrastructure (development of Most Mira Centre) and resources in accordance with developments and in coordination with the Board of Trustees Most Mira UK.
- d) Support volunteers, trainees and trainers/tutors through training, mentoring and career development support tailored to individual needs.
- e) Encourage and support increased participation in civil society by all local ethnic groups, do outreach work to identify and establish new partnerships with civil society, educational and arts groups in the region.
- f) Provide advice and information support for local groups on resources available (fundraising, other training, partnerships etc.).
- g) Publicise the training, ensure attendance, keep records of participants and create a contacts database.
- h) Represent Most Mira in dealings with local stakeholders, local authorities and media.
- i) Facilitate consultation meetings with schools, residents, volunteers and children when required.
- j) Contribute to the evaluation of the progress of the capacity building and training work and to sharing and dissemination of good practice with other similar projects in Bosnia and Internationally.
- k) Help with fundraising applications as necessary, and maintain good working relationship with local funders.
- l) Fulfil the charitable requirements of Most Mira in Bosnia and the UK, and be responsible for transparent and accountable governance.

Other Duties

- Produce action oriented work plan in line with Most Mira aims and job description
- Produce monthly reports on work undertaken and annual project progress report as agreed
- Supervise the planning and operation of the annual festival in co-operation with UK
- Participate in supervision meetings, regular team meetings, members meetings, AGMs and Board meetings as required.

- Work closely with the trustees of Most Mira UK
- Adhere to Most Mira policies and procedures and demonstrate a commitment to Child Protection, Equal Opportunities and Confidentiality policies.
- Be self-sufficient in administrative sense
- Produce monthly expenses accounts and manage Most Mira funds responsibly
- Help with any other duties that may be reasonably required

Person Specification

We wish to appoint a Capacity Building and Training Co-ordinator who:

1. Is bilingual in Bosnian and English (written and spoken at proficient level)
2. Is experienced in peace-building and conflict resolution
3. Has experience of training and networking, recruiting trainers and trainees and developing syllabuses for capacity building
4. Supports Most Mira aims, objectives, ethos and methodology (including the participative approach)
5. Has an understanding of and sensitivity to difficulties and barriers faced by communities in Prijedor area and a collaborative approach to interfaith/interethnic issues
6. Has experience of working with, recruiting, motivating and supporting volunteers
7. Is mature and capable of leadership
8. Is able to communicate effectively
9. Is able to manage conflict of interest in a transparent manner
10. Has experience of managing budgets
11. Will live in or near Prijedor
12. Is available immediately or at least be able to start work in November
14. Has clean driving licence
15. Is willing and able to work in flexible manner and travel locally and to the UK when required.

To apply

Applicants should write a letter explaining why they are suitable for the job advertised and why they would like to do it addressing requirements specified in Job Description and Person Specification and enclose a CV describing their education, qualifications and experience. Please provide names and contact details for two referees who know you in professional capacity who will be contacted only if job is offered to you. Most Mira recognises and values experience and qualifications gained outside the UK. All applications should be submitted by email and in English.

Timetable

Supporting letter and CV in English should be emailed to info@mostmiraproject.org by 5 p.m. on Monday 24th October 2011.

Guidance Notes for all applicants

- We will be looking at your CV and supporting letter to see how you fit the person specification and the extent to which you have the relevant skills and experience.
- Job Description and Person Specification is what we shall use to decide whether you should be short listed for an interview. It is extremely important that you address each requirement listed above, including desirable attributes. We cannot make assumptions about your experience and skills – please spell them out.
- We encourage you to write your application in a concise, well-organised and positive way. Use active words such as “I organised... or I planned... or I do”. Make sure that your application is sent in plenty of time to meet the closing date.
- All short listed candidates will be invited for an interview by e-mail. It will inform you of the time, location and contact as well as of any further information we may require. For candidates from abroad telephone or Skype interviews will be arranged. The recruitment panel is usually comprised of 2 to 3 people, in this case Most Mira Trustees in the UK.
- The panel will ask questions relating to the job description, person specification. They will take notes during the course of the interview.
- If you are not sure that you have understood the questions do not be afraid to ask for them to be repeated or clarified. If you have any special requirements please let us know prior to your interview so they can be arranged.
- We regret that we are not able to inform unsuccessful candidates; therefore only short listed candidates will be contacted. If you do not hear from us 5 days after the closing date it means that your application was not successful on this occasion.