# Role Description – Project Coordinator

# Our Organisation

Boost Foundation is an organisation that is dedicated to make this world a better place. We select humanitarian and environmental projects around the world that will help improve society. If you receive this ‘Role Description’ then we believe that there is a role for you in our organisation and think that together we can make a change.

## Overview of the Volunteer Role

Boost Foundation is currently engaged in a few humanitarian projects. These projects are partnered with FutureCare which is an organisation that is dedicated to help children in Sri Lanka get a good education. They sponsor poor children and rural schools that need financial and physical support. Boost Foundation believes that we can boost FutureCare by helping them with their projects. These projects are done simultaneously, and therefore need to be organised and supervised properly in order to be completed efficiently. We also believe that the number of projects we take on will grow. In order to have a complete overview of all the projects and its progress, a system is needed that can be managed – a project coordinator. Boost foundation is looking for someone who can help them organise and control all their projects.

# Tasks

• Analyse and get familiar with the current status of the projects

• Write project plan

• Formalize the project process

• Assisting the setup, planning and execution of the projects

• Enhance the project selection process (If necessary)

• Email potential project partners (If they send us a request then reply to them) – This is done with another board member, usually the communications department or the secretary

# Time Commitment & Location

Every week on Wednesdays there will be a meeting from 19:00- 19:30. Once a month there will be a monthly meeting which takes place at OGD, Delft and takes roughly 3 to 4 hours during the first Sunday of that month. The secretary will inform you before that day, about the specific time schedule.

# Skills, Experience & Qualities Required

• Team player

• Has knowledge and experience with managing multiple projects

• Has the ability to report and communicate efficiently

• Has experience is setting up, planning and executing projects

# Training & Induction

You will be introduced to Boost Foundation and its members. We will provide you with a ‘volunteer starters guide’ and the ‘volunteer policy’ to get you started. You will also have access to all of the files and updates about the current status of all projects. (Files and documents will be shared)

# Support & Supervision

• You will receive ongoing support from all Boost members.

• For evaluation or any problems please contact Ian Upton (CEO) or Erudini Smits (HR-manager)

• Each project will have a different board member in charge (responsible), so you will get support from different people for different projects.

# Benefits

• Personal development

• Increase your network and be recognized as a member of Boost Foundation

• Opportunity to have a unique experience with a start-up foundation

• The chance to contribute and improve the Projects and make the mission successful.

# Expectations

• You are expected to act in accordance with the goals and values of Boost Foundation

• Be truthful and speak your mind when it comes to project management

• We expect you to be part of the team =)

For more information contact the CEO – Ian Upton or the HR manager – Erudini Smits