



RFF Field Officer | Job description

location:	Uganda/ East Africa
time:	4-12 months (negotiable)
salary:	Negotiable depending on full/part time
start date:	Spring 2017
application deadline:	16 April 2017

About the Richard Feilden Foundation (RFF)

We are a small charity set up in honour of the late architect Richard Feilden. The three pillars of our foundation are Architecture, Education and Africa. We use our network of professionals, with expertise of the built environment and education sectors to provide skills and transfer knowledge to enhance educational infrastructure across Africa. We are currently involved in projects in Uganda, Rwanda and Burundi. We partner with like-minded organisations and individuals who share our values and aspirations to collaborate on projects.

In any work we engage with and any project we support we use the following criteria, seeking to ensure that as many of these points are in place as possible:

- That the organisations in Africa we work with share our values about sustainable architecture and a holistic approach to education provision.
- That our engagement with partners in Africa is collaborative and that the learning for all parties is a shared objective.
- That there is clarity about the offer of engagement from the Richard Feilden Foundation and that the Foundation is realistic about what we can contribute to any partnership.
- That we seek to engage in work with partners that is exemplary and can be modelled/adapted elsewhere
- That we are committed to the use of local labour and materials.
- That our partners can make use of our contribution in a sustainable way for the longer-term future of their organisation.
- That we have a clear exit strategy for any project engagement and this is fully understood by our partners.

Purpose of role

We would like to appoint a short term field officer (4-12 months) to maintain a fairly continuous presence in the field, to be able to better engage with our past and current projects and communities and help us find new projects and continue to trace impact of previous work.

Ultimately in the long term we are looking for the role to be filled by a local contact in East Africa. However in order to set us up we invite any applicant to apply for the short-term position and part of job role will be to establish good local contacts and eventually help us find the long term position.



Job scope & Responsibilities

We are a small organisation with a board of seven trustees, secretary and part time project facilitator located in the UK. A large part of the work will be independently led by yourself with communication to and support from the UK-based team. We are keen to foster a mutually beneficial working arrangement, and for the successful candidate to help shape their role description and also have opportunities to pursue their particular interests and utilise their personal skill-set. Some of the responsibilities may include:

- Identifying new clients, collaborators, field partners and suitable projects
- Visiting (sometimes remote) project sites for content gathering – including taking high quality photos and video; conducting interviews with pupils, teachers and community members; gathering case studies
- Assisting with the recruitment of appropriate (local East African) long term candidates for our field contact position
- Assisting in report writing for donors/ PR material/ website
- Conducting relevant research to strengthen our case for support/ identify appropriate use of our resources/ trace impact
- Networking with other key partners - NGOs, charities, schools, government departments and key community members to find/ implement projects/ advocate policy change
- Updating website and social media platforms to keep donors, supporters, communities and friends of the foundation informed with latest news and activities
- Assisting with coordination of volunteer and trustee field trips – orientation, bookings, transport, communication etc
- Participating in web-conferences with the trustees/ volunteers
- Supporting the foundation with funding proposal writing and research
- Being an ambassador for the foundation and being able to communicate and reinforce its values through your work
- Representing the foundation in occasional local level community forums, meetings and events as appropriate
- Writing engaging high quality stories for use across a range of outlets including our website, social media, donor reports and proposals, newsletters and other communication channels
- Occasional requirement to travel to the UK or other destination for special meetings/ events



Skills, Qualities & Values

Accountability:

- Holds oneself accountable for making decisions, managing resources efficiently, achieving and role modelling the foundation values

Ambition:

- Sets ambitious and challenging goals for themselves (and the foundation), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for the Richard Feilden Foundation, engages and motivates others
- Future orientated, able to think strategically
- Desire to make a positive impact on local communities

Collaboration:

- Builds and maintains effective relationships, with other foundation trustees/ volunteers, colleagues, community members, field partners and external partners and supporters
- Values diversity sees it as a positive strength
- Approachable, good listener and communicator

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

Experience + knowledge:

- Former field experience, particularly in East Africa would be a strong advantage
- Knowledge and awareness of international development and education
- Working on community projects/ with community groups/ schools
- Understanding of buildings/ built environment would be an advantage
- Preferably some fund-raising experience for other charitable organisations
- Ability to work effectively in a cross cultural context and to work in sometimes basic conditions
- Travelling, volunteering or living overseas
- Content gathering for communications (such as photos, video, interviews)
- Using social media to promote the goals and values of an organisation

To Apply

Please send us your CV with a short covering letter explaining your motivation for applying and why you are suited to the position. Please outline your availability and current location. Applications can be made via email to:

Freya.cobbin@richardfeildenfoundation.org.uk and please cc to info@richardfeildenfoundation.org.uk

Interviews will be conducted either in Bath, London or via skype. Applications will close on 16th April. Thank you for your interest.