**Terms of Reference**

Volunteer

**About us**

The British Council is the UK’s international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

**Role purpose**

The volunteer will be working closely with all British Council teams in order to provide efficient and effective support in terms of applying strategies and tactics to meet business objectives.

**Description of Responsibilities**

* Ensure a good information management of the project documentation and appropriate filing on the database and collaboration sites
* Provide support in events and workshop planning: follow up on procedure; ensure efficient arrangements as necessary, therefore contributing to the successful running of events
* Operate as a user in all Microsoft office applications specifically excel
* Assist with printing, photocopying, scanning and material preparation.
* Data entry
* Work effectively with diversity as an essential and integral part of daily work and consistently meet the British Council’s EDI policy and standards in carrying out all internal and external duties

**Timeline**

Volunteering duration is at least one month to six months

**Technical Competencies and Experience Requirements**

Only candidates with the following competencies and experience will be considered and should be available to start immediately:

* University degree/fresh graduate or current student
* Proficient in Microsoft Excel and Word
* Good analytical skills
* Strong communication in Arabic and English, writing and speaking