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| About OXCAMP | <p>The Oxbridge Africa Mentorship Programme (OXCAMP Africa) is an initiative that seeks to identify the best talents in Africa and provide them with mentoring to develop their potential and become effective leaders in their chosen field and support their communities. The scheme relies on our volunteers and mentors with relevant background and experience to inspire and guide the selected students to compete for scholarship and job opportunities that will enhance their career goals.</p> <p>The programme is open to all students from age 14-17 in Africa and participation is free. We believe every child deserves opportunity to develop their talent regardless of their gender and family background.</p>  |
| Role         | <p><b>The role will involve but not limited to:</b></p> <ul style="list-style-type: none"> <li>● Delivering administrative support to Country Directors</li> <li>● Organising events and workshops to complement mentorship and development</li> <li>● Providing administrative support to oxcamp mentees</li> <li>● Interacting with local secondary schools and student recruitment</li> <li>● Liaising with other OXCAMP country sites</li> <li>● Seeking sponsors for OXCAMP summer school</li> <li>● Minutes taking, organising team meetings and management of action lists</li> </ul>  |
| Requirements | <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>● Educated to degree level or equivalent experience</li> <li>● Fluency in both written and spoken English</li> <li>● Excellent interpersonal skills (verbal and written), a confident communicator and able to build effective relationships.</li> <li>● A proactive approach to supporting senior members of the team</li> <li>● Ability to organise and prioritise own workload</li> <li>● Ability to work flexibly and collaboratively</li> <li>● Ability to manage priorities and to respond to changes in workload at short notice</li> <li>● Ability to work in a team and independently</li> <li>● Computer literacy to include the Microsoft Office Suite - Word, Excel, Powerpoint and Outlook</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>● Previous experience in coordinating projects</li> <li>● Experience traveling, working or volunteering in low income countries</li> </ul> |

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|                 | <ul style="list-style-type: none"> <li>● Experience working in conferences, communication or a learning environment</li> <li>● Experience in fundraising</li> </ul>  |
| Location        | Country site: open (especially The Gambia, Nigeria, Kenya, Botswana and South Africa, Uganda, Tanzania)  |
| Start Date      | Immediately  |
| Salary          | Voluntary  |
| Vacancy Type    | Flexible   |
| Further Details | <a href="http://www.oxcampafrica.org">www.oxcampafrica.org</a>   |
| How to Apply    | <p>Complete online application form and attach cover and CV</p> <p>Alternatively send word version of application form and email together with cover letter and CV to <a href="mailto:info@oxcampafrica.org">info@oxcampafrica.org</a></p> |
| Closing Date    | Applications will be considered on an ongoing basis  |