



Job Title:	SCHOOL MANAGER
Location:	Qatar
Level/Salary Range:	Unpaid volunteer
Position Type	Part-time, 3-4 hours a week
Applications Accepted By:	
Please send a paragraph explaining why you are suitable and would like to apply for the role to: Email: feedafriendqa@gmail.com Subject Line: FAF SCHOOL MANAGER	
Job Description	
<p>Providing a sustainable food supply to those in need is the mission of Feed a Friend. Both new & existing Friends in Need (the recipients of our food packs) are important to us.</p> <p>A few schools & other educational institutions have worked with Feed a Friend in the last year as it is a great way to introduce the idea of community service to students. While running a food drive is relatively straightforward, there are several things to consider to make it successful & to make it meaningful to young people.</p> <p>The main responsibilities of the School Manager will be:</p> <ul style="list-style-type: none">• Establish & develop the School food drive project in line with FAF vision & mission & in consultation with the board members• Proactively engage & recruit schools & other educational establishments to be part of the FAF schools programme - making calls, attending meetings, making presentations, delivering assemblies where needed• Ensure participating schools adhere to FAF policies & procedures• Manage ongoing school relationships• Report updates monthly to the FAF board	
Person Specification	
The right candidate will: <ol style="list-style-type: none">1. Be highly organised (essential)2. Possess strong presentation skills (essential)3. Understand the school setting (desirable)4. Be experienced in using Google/Microsoft software (desirable)5. Be experienced in participating/leading social initiatives (desirable)	