



CONSULTANT – ADMINISTRATION SPECIALIST

CONTRACT	37 days in total External mandate, 80%
LOCATION	CH-1824 Caux
PURPOSE	Responsibility for the Administration of the CPL Programme (approximately 60 participants).

Established in 1946, the CAUX-Initiatives of Change Foundation organizes and coordinates international and local conferences, seminars and training in Switzerland, primarily in its Conference and Seminar Centre, the Caux Palace, bringing together a true diversity of people. We provide a safe and privileged space to inspire, equip and connect individuals, groups and organizations from around the globe to engage effectively and innovatively in trust building, ethical leadership, sustainable living and human security.

AREAS OF RESPONSIBILITY

We require a consultant to undertake and oversee the Administration of the Programme for the period 17 June to 23 July. The engagement will take place in the Caux Conference and Seminar Centre, Switzerland.

Outcomes required:

Provision of excellent Administration for the Caux Peace and Leadership Programme with all pertinent tasks including maintaining records for attendance, all training paperwork, reviews, data collection and using this for preparing Monitoring and Evaluation reports.

Design, Develop and Test procedures to support all areas of the administration of the Caux Peace and Leadership Programme.

Tasks conducted in a punctual and professional manner, coupled with the empathy and cultural sensitivity required when participants come from all over the world.

Sensitive and effective pastoral care offered to a group of participants.

Sensitive Liaison with the Caux Forum team, to ensure integration of the CPLP into the Caux Forum events.

Attendance at meetings and Programme events as requested by the CPLP Manager.

Opportunity to deliver workshops and sessions within the CPLP as agreed and appropriate

KEY SKILLS AND REQUIREMENTS

- Excellence in all aspects of administration, with experience in a business/ educational/conference/programmatic administrative capacity
- Excellent communication skills in English both oral and written
- Proficient use of Microsoft office in a business/educational environment.
- Personal (inner) peace, personal change, accompaniment and people development
- Applying the principles of Initiatives of Change within a project/practical environment
- Highly organized
- Project development, management and team-building skills
- Experience with Monitoring and Evaluation
- A deep commitment to Pastoral care – self and others

Consultant Skills and Experience





Due to the specific nature of this consultancy within a global Centre for Initiatives of Change, we require the consultant to have a current knowledge, experience and interest in the practice and methodology of Initiatives of Change.

The programme will be delivered in English, therefore excellent, clear English oral and written proficiency is required for this consultancy.

Due to the nature of the participants, the consultant must be sensitive to the diversity of the group and the unique requirements of such participants, and should be committed to answering the needs of the participants as his/her priority.

The consultant should be flexible and adaptable with a good sense of humor.

As this is a self-employed role, once engaged, Initiatives of Change Switzerland requires written confirmation that the consultant is registered as a self employed individual with their relevant tax authority and confirm that s/he submits self assessment tax returns declaring their self employed profits in accordance with the business accounts.

This engagement is for a period of 37 days. There is a set payment for this engagement for the stated period. This does not cover travel to or from Switzerland.

HOW TO APPLY

Send a detailed covering letter and attach a CV updated with any relevant experience by email to hr@caux.ch, by 14 February 2019 at latest.