

Job Description

GreenNet's current director Mitra will be moving on to coordinate the Association for Progressive Communications (the newly formed umbrella organisation for GreenNet, PeaceNet, EcoNet and the new networks being formed in many new countries). A new director is needed to take GreenNet onto it's next level of development..

Available: November 1988 (earlier if possible)

Duration: This will be a permanent position requiring at least a two year commitment.

Salary: £16000

Description: This job involves coordinating a rapidly expanding computer network. Work will be wide ranging over both the technical and political fields. .

Qualifications:

Familiarity with our customer base - the Peace, Environment and Human Rights movements. Experience of working in at least one non-profit organisation, good contacts in these areas.

Excellent writing skills. Able to put together papers, ideas, and projects in tight time-frames.

Willingness to interact with other team members via electronic mail and conferencing - most of the day-to-day network management happens this way. Training will be given.

Staff management skills. Able to coordinate and develop staff and volunteers, ability to delegate and supervise. Patience with users and staff of less technical ability.

Project management skills. Able to define projects, delegate tasks, focus results and provide support where needed.

Good speaking ability in large and small groups and with the media. A confident competent "professional" image. Friendly, outgoing personality.

Good financial skills - able to interpret and produce spreadsheets and financial reports - ideally some experience of running a business.

Good technical abilities, experience of working with computers and ideally with communications. Willing to learn those skills not already possessed.

Able to work well in team, either as team leader or as active participant.

Ability and willingness to travel.

Specific Tasks:

Fundraising proposal writing. Contacting potential funders and following up leads.

Marketing and outreach, including telephone calls, letter writing, personal visits. Maintaining high profile online. Making conference presentations and leading and participating in workshops.

Generation of new ideas, possibilities and opportunities for GreenNet.

Overall financial management.

Management of projects - both internal and with other organisations.

Keep abreast of issues and current affairs in all the above fields.

Board membership of the Association for Progressive Communications.

Developing a board for GreenNet in conjunction with it's outgoing director.