



## Team Leader Job Description

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Our Team Leaders are pivotal in Habitat for Humanity's vision of a world where everybody has a safe and decent place to live.

Responsible for a team of individuals committed to making a difference to housing poverty, our Team Leaders act as a front-line support for Global Village participants. It is the Team Leader's responsibility to ensure that the team members feel well-supported throughout their involvement with Habitat for Humanity, not only acting as one of the primary contacts before the volunteers depart, but also taking charge of the team when they arrive in-country, to ensure that the builds run successfully, and the team achieve what they set out to do.

Our Team Leaders come from many walks of life but what ties them together is their mutual commitment to eradicating housing poverty across the world and their shared experience as Deputy Team Leaders for Habitat for Humanity.

Post Title: Habitat for Humanity Great Britain Team Leader (TL)

Reports to: The Habitat for Humanity Global Village Team

Location: Worldwide

Salary Range: Voluntary

Background: The vision of Habitat for Humanity is a world where everyone has a safe and decent place to live. Habitat for Humanity Great Britain (HFHGB) [www.habitatforhumanity.org.uk](http://www.habitatforhumanity.org.uk) is part of the international Habitat for Humanity network that strives to eliminate poverty housing from the face of the earth, ensuring that every child and every human being has a safe, healthy and decent place to lay down their head at night. Habitat for humanity has a range of interventions to achieve this goal; housing microfinance for repairs, additions and renovations, advocacy especially for secure land tenure and housing rights, 100% subsidised housing for orphans and vulnerable groups, disaster response, water and sanitation....

Job summary: Global Volunteering is one of the cornerstones of the charity and our Team Leaders are the extended arm of the organisation and are expected to represent the charity when engaging with our volunteers. Team Leaders come from many backgrounds and experiences, but what ties them together is their commitment to Habitat for Humanity GB's vision, core values and philosophy. Global Village (GV) is one of the cornerstones of Habitat for Humanity GB and team leaders are a direct representative of both the charity and this programme. Team Leaders are responsible for ensuring that GV team members feel well supported throughout their journey with Habitat for Humanity GB's GV programme—acting as a primary pre-departure contact for volunteers, coordinating the team in-country, and ensuring Builds run successfully.

**Flexibility:** Habitat for Humanity Great Britain is a small charity that is seeking to rapidly expand its activities and impact to fight poverty across the world. This means that the organisation must be adaptable and have an ambitious, dynamic and flexible team of staff and volunteers. We cannot guarantee a certain number of build opportunities for team leaders, so we ask for your patience and flexibility.

**Purpose:** To act as the extended arm of the charity when interacting with volunteers. To guide, advise and mentor volunteers to reach their fundraising goals and to act as an advisor in the build-up to the trip. To act as the main point of contact when overseas and to be responsible for all the health, safety and personal wellbeing of the team.

### Main Duties and Responsibilities

#### 1. Pre-departure

- To be the main point of contact between HFHGB and the Global Village team
- To manage the team's expectations
- To aid the team members to achieve their fundraising goals by offering advice and support
- To be the extended arm of the Habitat team and to act as an advocate of the charity
- To receive and respond to emails in a timely manner and
- To be happy and open to questions about the GV experience

#### 2. On the build

- Leading the team to ensure that all team members feel well supported throughout the build
- Being responsible for all health and safety related duties on-site, from first aid to site safety management to daily risk assessments
- Manage the team's expectations and have final responsibility for all safety and wellbeing
- Acting as a liaison between the Programme country staff and the team when in-country
- Deal with any administrative duties whilst in-country, relating to team members and the build
- Ensure that the team have a meaningful experience
- Organise daily team meetings
- Be prepared for and deal with unexpected situations
- Deal with conflict within the team and between the team and members of the community
- Pay any bills and deal with any financial elements of the build experience when in-country
- Problem solve when unexpected circumstances arise, and
- Promote the work of Habitat for Humanity GB and to encourage team members to continue their involvement with the organisation.

### Candidate requirements

Whilst there are no formal qualifications needed for this position, there are a number of requirements that you must satisfy before you will be considered for a position as a Team Leader.

## Experience and knowledge

### Essential experience:

- Leading groups in a voluntary or work setting
- Must attend the Habitat for Humanity GB annual team leader training
- Must have participated in a GV Build as a team member and deputised on a Habitat for Humanity build
- First Aid and DBS checked (Habitat for Humanity will cover these costs) and,
- Be at least 24 years old

Whilst building skills are desirable, they are not an essential requirement

### Essential skills and attributes

- A desire to make a difference to housing poverty across the world
- Well-versed in and committed to Habitat's mission and the purpose of the GV programme and motivate and inspire others to embrace and advocate Habitat for Humanity GB's vision, core values, and philosophy
- Enthusiasm for voluntary work
- Physical ability to undertake a strenuous role
- The ability to effectively manage unexpected circumstances and problem solve
- Great interpersonal skills
- Experience dealing with conflict
- The ability to be prepared to effectively manage unexpected circumstances
- A sense of humour!

All of our Team Leaders are volunteers. This means that, whilst there is no financial reward for taking on this responsibility, what this experience can offer is:

- The opportunity to make a real difference in the fight on housing poverty across the globe
- The opportunity to meet people from all walks of life, all of whom have a common goal to eradicate housing poverty
- Extensive travel opportunities
- Upskilling and developmental opportunities
- The opportunity to be part of a global movement

All costs associated with the build such as food, transport, accommodation etc. are covered by Habitat for Humanity. However, we ask that our Team Leaders cover the cost of their flights to the Programme country.

Understand and agree to all the above as well as acknowledge that it is at the discretion of the Global Village staff to approve or decline team leader applications based upon references, requirements and experience. Interest in leading does not automatically guarantee acceptance.

And above all, you must have the ability to turn every one of the team members on your build into advocates of Habitat for Humanity!