



MCT Development Officer

Duration of post: 1 year, with the possibility of extension

Hours: Full-time – 5 days per week

Remuneration: Salary MAD 6000/month; lodging and half-board will be provided

Location: Taroudant, Morocco

Supervision: The officer will be supervised and supported by an MCT Trustee and the President of FAPE

The Moroccan Children's Trust (MCT) is a small UK-registered charity, with a board of directors drawn from the UK and Morocco. It aims to offer support and assistance to disadvantaged children and families across southern Morocco. MCT's main partner in Morocco is Fondation Amane pour la Protection de L'Enfance, a Moroccan registered NGO based in Taroudant, Souss-Massa.

Roles and Responsibilities

1. Fundraising

- Research possibilities for new grants for MCT and FAPE and update the grants database
- Coordinate the writing, editing and submitting of grant applications for MCT/FAPE per the MCT Grant Writing Protocol (2020)
- Work with the Programme Officer to deliver timely and accurate reporting (quantitative and qualitative); work with the President of FAPE to deliver reporting of expenditure
- Develop and support in-country fundraising, working closely with the FAPE team, including organising local events and contacting local donors and businesses
- Work with the MCT Programme Officer to develop case studies and programme statistics that highlight the strengths of Centre Amane's work

2. Donor relations

- Create itineraries and provide logistical support for MCT trustees and donors visiting Morocco
- Build relationships with Moroccan, UK and international donors
- Provide regular follow up to donors

3. Research

- Manage any research volunteer in-country placements with MCT
- Support MCT Programme Officer with coordination of external researchers and any impact on financial planning for MCT/FAPE

3. Volunteers

- Follow the MCT international volunteer recruitment process including interviewing
- and collecting references
- Support volunteers to raise the required funds

Moroccan Children's Trust – Charity No. 1127739

info@moroccanchildrenstrust.org – www.moroccanchildrenstrust.org

- Prepare international volunteers in lead up to placement
- Plan for international volunteer placements with FAPE Trustee and support in-country induction
- Assist FAPE Trustee with supporting international volunteers during their placement

4. Communication and Administration

- Regularly check and respond to messages coming into the MCT email account
- Regularly update the MCT website, including regular updates to the News page
- Write and distribute quarterly MCT newsletter
- Regularly update MCT's social media channels with statistics from MCT Programme Officer and in collaboration with FAPE
- Coordinate and attend the MCT development group meeting
- Create marketing materials with annual / periodic evaluations of the work at Centre Amane, in collaboration with the MCT Programme Officer
- Attend bi-weekly in-country MCT team meeting

Person specification

Essential

- English speaker
- French speaker
- Excellent interpersonal and communication skills, particularly writing
- Good organisational skills
- Able to use initiative and take on responsibility
- Team player
- Strong interest in social justice
- Experience of working with children and young people
- Non-profit work experience
- Drive, commitment and a positive attitude
- Bachelors degree or diploma in a related field

Desirable

- Arabic speaker (any dialect)
- Experience/knowledge of North African, Arab, and/or Islamic culture
- Administrative and reporting skills
- Grant writing experience
- Storytelling skills
- Volunteering experience