



Alive & Kicking is currently searching for candidates to fill several positions.

- 1. Production Manager at Alive & Kicking Zambia. Based in Lusaka**
- 2. An intern for our head office in London**
- 3. Two social media officers to work from home, and co-ordinate with our London office (unpaid)**

To apply for either of these positions, please read the relevant details below and send a CV and covering letter outlining how you meet the skills and experiences required for the position you are applying for by the dates specified for each position to applications@aliveandkicking.org.uk. Please include the title of the role you are applying for in the title of the email.



Job Description – Production Manager – Alive & Kicking Zambia

Job Summary

Alive & Kicking is an innovative African social enterprise that manufactures sports balls to provide balls for children, create jobs for adults and promote health education through sport. We are seeking an experienced and motivated production manager in Lusaka to ensure the efficient production of Alive & Kicking Zambia's balls and ensure they are made to the highest standards of workmanship in an organized, safe and healthy environment. The Production Manager (PM) is responsible for ensuring all able-bodied stitchers are making at least 3 balls each per day. Candidates will be expected to have at least 2 years production management experience and be able to work five and a half days a week, on site in Lusaka. Salary will be competitive and negotiated on experience of the chosen candidate.

To apply, candidates must email their CV and a covering letter, explaining how their experience qualifies them to carry out the responsibilities below, to applications@aliveandkicking.org.uk by 6th September. Applications made in person at the stitching centre will not be accepted. Preliminary interviews will be held in the week of September 13th.

Core responsibilities:

1. Leather control:
 - Ensure all leather produced by Zamleather is of top quality and suitable for A&K balls. This will involve selecting splits for leather processing, checking the thickness and quality of the splits during splitting and liaising with the tannery staff on colours of PU for lamination and quantity of splits to be finished, as well as ensuring Zamleather pre-order enough PU.
 - Ensure Alive & Kicking Zambia has enough leather for panel production. This will involve making sure that once orders are placed; enough finished splits are ordered from Zamleather for the coming month. The order will be placed with the Finance Manager and Country Executive.
 - Ensure Alive and Kicking has enough panel sets for production.
 - Supervise the cutting team.
2. Ensure sufficient supply of raw materials for production (with general/finance manager).
 - Glue, bladders, thread, ink, wax, knives etc.
3. Printing:
 - Oversee the printing department's work. This will involve making sure that panels are ready for stitchers and that all panels are printed to a high standard.
 - In agreement with the General Manager, inform the printing team what the current printing priorities are.
 - Make sure the printer has access to panels in good time.
4. Quality control:
 - Ensure that ball quality remains high at all times.
 - Improve on and ensure that the procedures for quality control are being observed.
5. Stock control:
 - Responsible for recording the number of balls and panels that are in stock.



- Update the filing systems on a regular basis.
 - Keep track of all the balls and panels in stock and the balls in production.
6. Ensure stitchers are reaching their ball production targets:
 - Work with the executive to set production targets for stitchers.
 - Ensure stitching supervisors take responsibility for the stitchers reaching their targets.
 7. Upkeep of the centres:
 - Make sure that the stitching centre is kept tidy and is conducive to a good working environment.
 - Ensure the centre is fully stocked with everything the stitchers need to stitch well.
 8. Manage the Production Staff
 - Take responsibility for the well being of the production staff
 - Manage the provision of meals for staff if they continue
 - Minimise absenteeism through motivation, well being, and sanctions for those who abuse the system.
 - Ensure a streamlined communication channel from stitchers to supervisors to the production manager
 - Ensure that production problems are not impacting on the time of the Executive, the Finance Manger or the Sales Manager
 9. Innovate
 - Develop new and improve upon existing product lines and share best practice with other Alive & Kicking operations.
 - Find ways to reduce production cost.

There will be specific performance objectives for the Production Manager.

End



Job Description – Intern (full-time or part-time) –London Office

We seek an intern to work in our head office in London. The position is initially for 3 months with the potential for a 3 month extension. It is unpaid but reasonable travel expenses will be reimbursed.

Job requirements

1. Fundraising and administration support (35%)

- Research applicable trust funds and CSR departments to apply to for funding
- Draft initial approaches to potential donors
- Maintain and update contacts, schools and partners databases
- Log postal donations and download online purchase and donation data
- Send thank you letters to individual donors
- Provide content and design assistance for A&K's quarterly newsletter
- Manage individual ball purchases as they come in, logging customer details and sending out the balls requested

2. Online outreach support (35%)

- Assist in providing up-to-date content for our website (eg. news articles, blogs and photos)
- Regularly contribute updates and links to our Facebook page and Twitter account
- Monitor relevant blogs and news outlets for stories relevant to A&K, providing timely comments on such articles
- Think creatively to design new competitions and campaigns to engage new supporters
- Distribute online updates to our current contacts (typically via mail-merge)

3. Programme management support (30%)

- Help improve and expand our programmes in the UK by engaging with schools, local sports clubs and other interested organisations
- Synthesise data on where our balls are distributed to in order to provide accurate reporting back to donors
- Actively search for, and engage with new partners in the profit and not-for-profit sector
- Assist in ensuring the delivery of large ball orders, by communicating with partners in the UK and our centres in Kenya and Zambia.
- Provide brand support and design assistance to our overseas office via the web

Benefits

- Opportunity to learn advanced fundraising and project management skills.
- Gain a thorough understanding of the processes involved in running a multinational NGO
- Learn how to use new social media platforms, as used by most campaigning organisations
- Chance to be part of an innovative African social enterprise
- References gladly given to successful candidate



Person Specification

	Essential	Desirable
Qualifications	Undergraduate degree in a relevant subject	Masters degree in International Development, or a similar course (or currently studying for one)
Skills and competencies	Excellent organisation and communication skills Strong I.T Skills, including experience using Word, Excel and PowerPoint A self-starter, able to work effectively alone or in a team	Able to use GIMP, Photoshop or another graphics programme Able to carry out mail-merges in Word Competent using MS Publisher Knowledge of Microsoft Access
Experience	Experience writing for different audiences Experience in successfully completing multiple tasks with overlapping deadlines	Experience using WordPress, or another website CMS Basic knowledge of HTML or CSS Experience writing funding approaches
Personal attributes	Interest in the field of sport and development Committed to the mission of A&K, and happy to share this with others Prepared to undertake all tasks required in a small NGO office, from daily photocopying to offsite meetings with important contacts	Passion for football, volleyball, netball or rugby
Other	Willingness to undertake occasional evening or weekend work (with time off in lieu provided)	Interest in providing event support

How to apply

To apply please send your CV and a brief covering letter to applications@aliveandkicking.org.uk, clearly stating the position you are applying for in the title. **The deadline for applications is midday on 1st October.** Interviews will be held in the first two weeks of October, and only shortlisted candidates will be contacted. For more information please call 020 7630 7333 or visit our [website](#).

End



Job Description – Social Media Officers–London Office

Alive & Kicking is currently searching for two Social Media Officers to work remotely for our head office in London, UK. To apply, please read the details below and email a CV and covering letter outlining how you meet the skills and experiences required for this position by 23rd September to applications@aliveandkicking.org.uk.

Interviews, either in person or over telephone, will be held in the week of 27th September. Short listed candidates will be notified by 24th September.

Social Media Officer (voluntary, minimum time commitment of 5 hours per week from home)

[Alive & Kicking](#) is an innovative African social enterprise (charity no. 1105583) that manufactures sports balls to provide balls for children, create jobs for adults and promote health education through sport. We are seeking two social media officers to help improve our online presence.

Job requirements

- Assist in extending Alive & Kicking's current social media outreach
- Work remotely, providing weekly reports via email or telephone and providing monthly updates in person at our office in Victoria
- Help manage and grow A&K's presence via Facebook, Twitter, YouTube, Flickr and our blog
- Monitor and respond to news alerts as A&K receives online coverage
- Launch campaigns and competitions to engage new supporters
- Spread our message and news via social media tools such as Reddit, Digg and StumbleUpon
- Experiment with new social media tools
- Typical weekly tasks might include 1 new blog post, 10 comments on related online content, and 20 tweets

Person Specification

- Personally active in, and competent with, a range of social media platforms
- Willingness to learn about new social media tools and techniques
- Excellent writing and communication skills
- Experience in writing blog articles or opinion pieces (send links in application if applicable)
- Able to experiment with and assess the usefulness of new media tools
- Committed to the value and mission behind A&K, and happy to share this with friends
- Interested in international development or football, or both
- Basic knowledge of HTML, WordPress or another CMS desirable, but not essential
- Willingness to work independently from home, providing timely reports to our head office
- Able to commit to 5 hours per week at a minimum

Benefits

- Flexible working hours
- Work from home
- References gladly given to successful participants
- Chance to be part of an innovative African social enterprise

This position is voluntary and no salary has been budgeted for. This is not an internship and is not guaranteed to lead into a paid role. Applicants will need access to a PC with good Internet functionality.