



THE  
BRETEAU  
FOUNDATION

## **Volunteer - Education Coordinator - UK & Global**

**Location:** Remote, based anywhere

**Employment Type:** Minimum 3 months commitment

**Contract Type:** Volunteer

### **Background**

The Breteau Foundation (BF) aims to enable disadvantaged children to reach their full potential through the distribution of high quality educational resources, technology and training. We are looking for a Volunteer Education Coordinator to assist our UK and Global team with developing and delivering our education projects.

### **Key Responsibilities**

The Volunteer Education Coordinator will work closely with our UK and Global Programme Managers to support them with:

- Designing and developing engaging presentations (either on Prezi, Canva or another recommended tool), integrating animated elements in a powerpoint video format
- Coordinating and supporting with our 'Friends Around the World' pilot and partnership scoping in the UK
- Supporting the UK and Global team with other administrative or research for various education initiatives

### **Qualifications, Skills and Experience**

The right candidate will need to be able to demonstrate their experience and skills relating to the responsibilities above. They will also be required to meet the relevant qualifications, skills and experience following:

- Experience in developing engaging video presentations and powerpoint, preferably within education settings
- Experience with developing relationships with external stakeholders
- Experience working in a non-profit, preferably within education

All volunteers are required to volunteer at the Foundation for a minimum of 3 months and complete a criminal record check. For this position, we are looking for a remote volunteer who can commit to at least 1 day/week.

**Please email your CV and cover letter to [michelle@breteaufoundation.org](mailto:michelle@breteaufoundation.org).**