

Title / Duration / Visa	Partner / Location
3 months	
Felm tutor / Partner tutor:	
Deputy Director of the Center	

Objective and duties of Volunteer	Short description of the tasks
<p>Title of the required position: <u>Record Management Assistant</u></p> <p>The duties of the volunteer will be who follow the approved upon instruction of the responsible staff member and perform the duties:</p> <ul style="list-style-type: none"> 1- Sorting the documents following the agreed upon classification; 2- Filing the documents papers in relevant box file or hanging file; 3- Filing the documents in relevant archiving boxes; 4- Preparing a digital copy of the document using the provided means in the Center; 5- If there is a need to use other specific means to make the digital copies than that job could be consolidated and outsourced under the supervision of the relevant staff member from the Center; 	<p><u>Archiving the documents:</u></p> <p>Together with the relevant staff member the incumbent will go through the paper documents and archive them both electronically and physically following the Archiving and Record Management Policy in Felm Center*</p> <p>* <i>Archiving and record management policy of Felm Center has not been concluded yet and will be towards the last quarter of the year 2023.</i></p>

- 6- Using the appropriate separators and dividers;
- 7- Preparing a unified label for each of the file with the indication of the content and a glossary;
- 8- Preparing a unified label on each of the archiving boxes with a clear indication on the expiry of the archiving period and the date to be destroyed as per the Policy of the Felm Center;
- 9- Preparing a label of the content of the cabinet to be place on each of the cabinets (either on the internal side of the door) or compactors *which not yet being implemented but still an option*;
- 10- Preparing a legend of the content of the files to be electronically available to identify the physical location of the files and their content.

However, it will be a standard policy following the internationally approved steps for record management.

Competence / Qualifications / Language requirements:

- **Archiving of the documents:** following experience and skills:
 - o Good computer skills working with MS Office and Outlook
 - o Three years working in an administrative position.
 - o One year of Specific knowledge in record management.
 - o Previous experience in using a digital archiving system “**which is still under development in the Center**”.
 - o Ability to operate a scanner and make the proper electronic archiving, the digital electronic archiving of the documents.
 - o Experience in performing physical archiving of the documents i.e. the paper copies (originals).
 - o A discreet person with the ability to work with confidential documents.
 - o Languages: Finnish language; good knowledge of English language written and spoken, additional language skills such as Hebrew as plenty of the official documents are in Hebrew language.

Benefits and commitments: (please do not change or remove the text)

Felm country office

- Providing the tasks, materials and instructions for the Volunteer before volunteer period
- Felm will cover in-country expenses related to the volunteer task, such as work-related travel, sim-card and computer if necessary, at work, etc.
- Advising the applicant with visa-procedures and providing Volunteer with visa invitation letter, and cover the costs if Volunteer needs extension of visa
- Providing a personal tutor and a draft program for the Volunteer period (incl. tutor discussions, starters session, mid-term discussion and evaluation session)
- Accommodation (furnished apartment or bedroom with shared kitchen and toilet)
- Introducing the Volunteer to Felm's partners work in the project areas

Felm Helsinki office

- Recruiting a suitable Felm Volunteer
- Providing the tasks, materials and instructions for the Volunteer
- Orientation session
- Feedback session
- Travel insurance
- Criminal records extract for volunteering if tasks include working with children
- Small reimbursement of expenses

Felm Volunteer

- Following the FELM Volunteer agreement and its guidelines
- Following the Code of Conduct and Safety Instructions of LWF and tutor's instructions in destination
- Purchasing his/her own travel tickets from Finland to the country of placement and visa
- Obtaining a health certificate before departure
- Taking care of all personal expenses and arrangements other than mentioned above (Volunteers are responsible for their own international airfare, first visa, baggage insurance, not work-related travel, food, laundry and other personal expenses)
- Commitment to provide feedback
- Commitment to take part in parish visits after returning to Finland (organizing by Felm)

Lähde likkeelle –course is a prerequisite for applying to Felm Volunteer tasks.
Full-time students attending the Felm Volunteer program are eligible for trainee status.