

## VACANCY VOLUNTEER(S) MANAGEMENT TRAINER OF THE BEM-BAKERY

The Bem-bakery is an initiative from the Dutch People2People foundation (NGO) in collaboration with Dedza Diocese and the Bem-bakery Trust. The bakery is a social enterprise and has a charity purpose in the Bembeke community. The bakery will provide economic growth for the target groups and the local community through the start of locally grown wheat, jobs in the bakery and selling the product, bread. The bakery opened its doors in November 2016 and since then the bakery is growing every day in knowledge and more important in the production and sales of our bakery products. From the start a Dutch couple has been responsible for setting up this project on paper, on the ground and in the Malawian community and for the training of two motivated managers and the whole Bem-bakery team. We are looking for replacement in the form of volunteers who are capable and have the guts and motivation to finalize this project and start implementing the exit strategy so the responsibility can be given to the local team.

<b>FUNCTION:</b>	Assist and advice the bakery managers in managing, marketing research, sales improvement, advise in business efficiency
<b>LEVEL:</b>	3rd year Bachelor or a lot of experience
<b>LOCATION:</b>	Bembeke, Malawi
<b>DAYS PER WEEK:</b>	5 Days per week
<b>START DATE:</b>	August 2017
<b>DURATION:</b>	minimum of 6 months
<b>SALARY COMMENT:</b>	€200 per person per month with a maximum of 2 persons
Income option:	Fundraise for daily private expenses in benefit of supervising the project.
<b>STAY:</b>	From September 2017 the bakery management house is available (including 2 dogs for safety). Only expenses of with electricity, water and food is for yourself.
<b>COMPANY:</b>	Bem-bakery Trust in collaboration with the People2People foundation the Netherlands.

### Main aim of the social enterprise:

*To start a sustainable bakery in Bembeke, Malawi that is profitable within 3 years. It will support 250 children from the poorest households to attend and finish primary or secondary education by providing a stable income for their parents through purchase of wheat flour, jobs for widows in the bakery and distribution of bread.*

### SCOPE OF WORK AND SPECIFIC OBJECTS

The successors of the current supervisors (who followed after the founders Eline and Dominic) have the task to bring the bakery to the next level of independency. After the very first start-up phase of 6 months the employees and managers are capable to run the bakery on a daily business. Next to come is teaching the managers how to run the business on a longer term and making the bakery a profitable enterprise. This concerns the following aspects:



- Finance; eg price setting/ cashbooks/ exploitation
- Teaching basic computer skills like MS Office (Word/Excel) and using internet
- Responsible for year planning sales and marketing
- Implement a marketing strategy (eg advertising)
- Expanding markets
- Supervise and motivate the team members by setting a good example with regard to attitude, work quality, safe practices, attendance, follow-through and organisation.
- Approving and supervising the quality and quantity of all products used and made in the bakery
- Recognize areas of necessary performance improvements
- In charge of purchasing, registering and evaluating of all stocks required for the bakery
- Responsible for overall day to day planning
- Evaluate and advice in professional contact with business relations, customers, suppliers and partners.
- Analyse the customer feedback and trading patterns to ensure we are pre-empting their needs.
- Evaluate and improve staff and product procedures
- Attend meetings with the Bem-bakery Trust if required
- Responsible for the assistance of supervising the charity projects; homework class and the community support centre by communicating with the committees.
- Responsible for the assistance of creating evaluation tools for the charity projects and implementing the tools.

## PROFILE

We require two passionate persons who value the social impact of the bakery, a social enterprise in Bembeke, Malawi. You need to be creative, hardworking and have excellent communication skills. You are honest and will not tolerate corruption and give a good example to the employees, partners and customers. Able to work together with the two current managers of the bakery who are trained by the fieldworkers of the People2People foundation but do not have much experience in this field. It is a full time job for one person but strongly advised to come in a pair as the bakery is located in a remote area of Malawi and the cultural differences can be isolating. You have to be in possession of a drivers licence.

## GUIDANCE

Guidance options are there through master degreed staff of the Dedza Diocese or the TTC Bembeke (teacher trainings centre). This can be set up in collaboration with the People2People foundation.

## HOW TO APPLY

Write a motivation letter in English with a resume and picture. Include 3 references of previous work or school contacts and send it to: [info@ppl2ppl.nl](mailto:info@ppl2ppl.nl)

## CONTACT DETAILS

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