BLACKSTONE CHARITY

Bangladesh Field Officer

Job Description & Personal Specification

Job Title	Field Officer
Department	Programmes and Operations
Reports	Global Operations Manager
Accountable	Global Operations Department
Line Management	No formal line management responsibilities.
Salary	Negotiable, depending on experience and qualifications.
Contract Type	Full-time, permanent
Location	Bangladesh
Start Date	As soon as available

Organisation

Blackstone Trust is a UK-registered charity dedicated to addressing poverty, improving education, improving access to healthcare, and supporting long-term community development. Operating in the UK and internationally, Blackstone Trust works in partnership with local organisations and delivers zakat-compliant, values-led interventions rooted in dignity and sustainability.

The Field Officer works within Blackstone Trust's programmes and operations function, supporting the practical delivery of the organisation's projects in Bangladesh. The role works closely with the Global Operations Manager, UK-based colleagues, local implementing partners, community representatives, suppliers, and volunteers to ensure that activities are delivered effectively and responsibly.

Purpose of the Role

The Field Officer is responsible for supporting and carrying out the day-to-day implementation of Blackstone Trust's programmes and projects in Bangladesh. The role involves regular visits to project sites and communities, helping ensure that activities are delivered in line with approved plans, schedules, quality standards, budgets, and organisational policies.

The postholder will work directly with communities and local partners, support the organisation of field activities and distributions, monitor progress, collect accurate information, maintain beneficiary and activity records, and report findings to the Global Operations Manager. The Field Officer will identify and promptly raise delivery issues, risks, or safeguarding concerns, ensuring that all engagement is respectful, inclusive, and culturally appropriate.

The role requires a practical, reliable, and community-focused individual with experience in fieldwork or community-based programmes, strong communication and observation skills, good record-keeping ability, an understanding of local contexts in Bangladesh, and a clear commitment to safeguarding, accountability, and humanitarian values.

Key Responsibilities

Support the day-to-day implementation of Blackstone Trust's projects in Bangladesh, following approved activity plans, schedules, budgets, technical guidance, and reporting requirements.

- Carry out regular visits to project sites and communities to support activities, observe implementation, and identify any issues requiring follow-up.
- Assist with the preparation and delivery of distributions, community meetings, training sessions, assessments, and other field activities.
- Explain project activities and eligibility criteria clearly to community members, helping ensure that assistance and services are delivered fairly, respectfully, and transparently.
- Keep accurate field records, attendance lists, beneficiary information, photographs where authorised, and other supporting documents; submit these securely and on time.

Community Engagement and Field Implementation

- Build respectful and positive relationships with beneficiaries, community leaders, local organisations, and other relevant stakeholders.
- Share accurate information about project objectives, activities, schedules, and available support, and refer questions or concerns to the appropriate colleague.
- Help identify community needs and practical barriers to participation, ensuring that women, children, older people, people with disabilities, and other potentially marginalised groups can access activities safely and fairly.

Field Monitoring, Data Collection and Accountability

- Monitor project activities at field level against agreed plans, targets, quality standards, and timelines, reporting delays or concerns promptly.
- Collect, check, and submit accurate beneficiary data, monitoring information, attendance records, feedback, and activity evidence in line with data protection requirements.
- Listen to feedback and concerns from community members, explain available feedback and complaints channels, and refer complaints through approved procedures without making promises outside the role's authority.
- Complete field visit reports, monitoring checklists, photographs where consent has been obtained, and action points, ensuring that information is factual and submitted promptly.

Reporting and Documentation

- Reporting and Documentation
- Provide regular, clear updates to the Global Operations Manager on completed activities, field observations, progress, challenges, and issues requiring action.
- Prepare timely field reports, activity summaries, beneficiary updates, distribution records, and other documentation using Blackstone Trust's approved templates and systems.

Maintain complete, accurate, and well-organised field files and records, ensuring that documents are stored and shared securely.

Logistics, Resources and Administration

- Support the practical arrangements for field activities, including venues, transport, materials, equipment, schedules, and communication with local suppliers or service providers.
- Check that materials and resources delivered to project sites match approved requests and report shortages, damage, discrepancies, or suspected misuse.
- Support the collection and submission of receipts, delivery notes, attendance sheets, and other supporting documents; do not commit expenditure or approve purchases unless specifically authorised.

Use organisational equipment, funds, project materials, and information responsibly and in accordance with approved procedures.

Safeguarding, Risk and Compliance

- Remain alert to safety, security, operational, fraud, and safeguarding risks during field activities and report concerns immediately through the correct channels.
- Follow approved safeguarding procedures and the code of conduct, maintaining appropriate professional boundaries and treating all community members with dignity and respect.
- Monitor local conditions that may affect access, safety, or project delivery and promptly inform the Global Operations Manager of relevant changes.

Comply with Blackstone Trust's health and safety, anti-fraud, data protection, incident-reporting, and other organisational procedures; never investigate safeguarding allegations independently.

Person Specification

Experience and Knowledge (Essential)

- At least 1–2 years' experience in fieldwork, community engagement, project implementation, or a related role, preferably within a charity, NGO, or development organisation.
- Experience supporting field activities, community-based projects, distributions, assessments, or monitoring visits.
- Experience communicating and working respectfully with beneficiaries, community groups, local partners, or other external stakeholders.
- Experience completing field reports, activity records, attendance sheets, data collection forms, or other project documentation.
- Understanding of safeguarding, accountability to affected communities, confidentiality, and responsible handling of beneficiary information.
- Experience collecting and checking data, monitoring activities, documenting results, and reporting implementation issues.
- Basic understanding of field logistics, stock or distribution records, receipts, and administrative procedures.

Experience and Knowledge (Desirable)

- Experience working for an international NGO, charity, humanitarian organisation, or faith-led organisation.
- Experience supporting development or humanitarian projects in Bangladesh, particularly in rural or underserved communities.
- Familiarity with beneficiary registration, needs assessments, monitoring tools, feedback mechanisms, or donor-funded project requirements.
- Fluency in Bangla is essential; the ability to communicate in working English for reports and communication with UK-based colleagues is also required.

Skills and Competencies

- Clear communication skills in Bangla and English, including the ability to explain project information and complete basic written reports.
- Ability to collect accurate information, complete forms and records, and communicate field observations clearly.
- Good organisation and time-management skills, with the ability to follow activity plans and meet reporting deadlines.
- Practical problem-solving skills and the ability to respond appropriately to changing field conditions.
- Ability to work effectively with community members, local partners, volunteers, and colleagues.
- Good attention to detail when checking beneficiary information, distribution records, and activity data.
- Confident and respectful when engaging with people from different backgrounds and communities.
- Good interpersonal skills, patience, and the ability to build trust with beneficiaries and local stakeholders.
- Ability to recognise safeguarding and safety concerns, follow procedures, and escalate issues promptly.

Personal Attributes and Values

- Committed to Blackstone Trust's mission, values, and ethical approach to humanitarian and community development work.

- Honest, trustworthy, respectful, and discreet when handling sensitive issues or personal information.
- Collaborative and willing to learn, accept feedback, and improve working practices.
- Self-motivated, dependable, and proactive, with the ability to work independently in the field while keeping managers informed.
- Culturally aware and respectful, with an understanding of local customs and community needs in Bangladesh.
- Comfortable working in a values-led, faith-informed, and humanitarian environment.

Working Conditions and Compliance

- Bangladesh-based role involving regular travel to project locations, including rural and remote communities where required.
- Some evening or weekend work may be required to support distributions, community meetings, or urgent field activities.
- Frequent travel within Bangladesh is an essential requirement of the role.
- The postholder will use mobile devices, IT equipment, and digital data-collection platforms in line with Blackstone Trust's procedures.
- Appointment is subject to appropriate reference, background, and safeguarding checks, in line with applicable requirements.
- All staff are required to comply with Blackstone Trust's Safeguarding, Equality, Data Protection, financial control, health and safety, and other organisational policies.