

SIKH WOMENS AID

SO WHY CALL HER BAD? FROM HER, KINGS ARE BORN



Job Description Volunteer Coordinator and Fundraiser

Job Title: Volunteer Coordinator and Fundraiser

Responsible to: Service Lead

Responsible for: Volunteers

Hours of Work: 7-10 hours per week – (may vary according to business needs)

Salary: £12-15 per hour (depending on experience)

Temporary role – 9-12 months

Organisational profile

The mission of Sikh Women's Aid is to act as a stimulus to develop lasting positive change by actively challenging harmful belief systems and practices that act as the root cause of all forms of abuse predominately within the Sikh and Panjabi community.

Our goal is to empower victims to take control of their own lives to become survivors by breaking free of toxic cultural practices that seek to disempower vulnerable members predominately within the Sikh and Panjabi especially those with language barriers that prevent them from accessing the right kind of help and support.

Our aim is to reduce the extent of harm and violence to vulnerable people, with greater emphasis on women and children with language barriers predominately within the Sikh and Panjabi are subjected to via five key strands of delivery: -

1. Crisis Intervention and support.
2. Prevention via awareness, community workshops and training.
3. Mental health support and resilience building in women and children.

4. Act as a lead voice for empowering victims from a Sikh and South-Asian background who have experienced domestic abuse, sexual abuse and violence.
5. Feed into policy at a local, regional and national level to bring about positive change for victims.

Main Tasks

1. Support organisation in developing a volunteer strategy and implement the strategy
2. Support the organisation in developing a fundraising strategy and implement strategy
3. Identify and recruit volunteers to help fundraising and influential community members to become ambassadors for SWA
4. Support volunteers to identify their strengths and any skill gaps
5. Organise basic training for volunteers
6. Manage, support and supervise volunteers
7. Organise volunteer meetings and update action plan
8. Identify possible ambassadors for SWA, and make the approach following agreement with Directors and service lead for SWA
9. Delivery of professional presentations, raising awareness of the work of SWA to Ambassadors and potential grant making organisations
10. Run a Just Giving campaign to fundraise
11. Document and evaluate volunteer activities
12. Identify Trusts and Foundations to write to and bring to the Directors and Service Lead for agreement to make contact
13. Collect statistical information to support fundraising campaigns and applications

14. Gain feedback and evaluation from customers to support fundraising campaigns and applications
15. Attend team meetings
16. Attend supervision
17. Ensure all activities comply with current legislation and with organisational policies and procedures
18. Any other relevant duties as determined by the Executive Directors

Health and safety

1. Good understanding of Lone Working and Personal Safety practices

Special Conditions

2. The post holder may be required to work in the evening or at weekends

Person Specification:

As Volunteer Coordinator and fundraiser, you will play a major role in providing a central point of contact and co-ordination for the support and engagement of our team of volunteers.

You should be self-motivated and passionate about community participation. You will be responsible for providing a wide variety of people/stakeholders with information on volunteering at SWA. You will respond to volunteer enquiries and inspire and develop volunteering activity.

With your strong administration skills, you will have proven experience of setting up and maintaining effective administrative systems. You will have working knowledge of working with databases to ensure records are kept up to date and are accurate. You will have a good understanding of the voluntary sector and experience of engaging and working effectively with volunteers. You will be proactive and organized with good attention to detail with the ability to grasp and resolve issues as appropriate.

Essential

- Previous experience of working with volunteers and/or coordinating volunteering activity
- Understanding of volunteering and skills development
- Ability to manage and prioritise workloads to meet deadlines
- Sound organisational and administrative skills with high level of accuracy and speed of working
- Good level of IT skills including Microsoft Office
- Excellent written and verbal communication skills and an ability to communicate effectively with a range of people
- Effective team working and strong interpersonal skills
- Flexible working, some weekends/out of office hours

- Commitment to high standards of customer service

Desirable

- Experience of working with a range of people, ages and backgrounds
- Experience of working with philanthropists and foundations
- Data handling and reporting
- Experience of coordinating events
- Experience of delivering training for groups