

## **PART 1: JOB PROFILE**

### **JOB TITLE: Volunteer Development Officer – East Midlands Unit**

#### **1. Main purpose of job**

To strengthen, motivate, inspire and resource volunteers in the area as ‘multipliers’ by initiating regular contact with them and enabling and resourcing local district networks in which they can meet, reflect and plan work for the movement. To manage ‘key multipliers’ or ‘specialist volunteers’ in the East Midlands. To support the wider work of the East Midlands Unit office, and of the East Midlands Unit.

#### **2. Position in organisation**

- Reporting to the East Midlands Unit Manager, within the North & East Team, in the Church and Community Department.
- Manages key multiplier volunteers working in the area.

#### **3. Scope of job**

- To maintain and develop relationships with volunteers
- To manage volunteers who are identified as ‘key multipliers’
- To resource key volunteers
- To facilitate training for key volunteers
- To encourage key volunteers to participate in priority campaigns and fundraising initiatives
- To represent Christian Aid in public and the local media.
- To assist with office administration and assist supervising office based volunteers

#### **4. Dimensions & limits of authority**

- Represent Christian Aid and its work to any audience and in any media within agreed policy positions.
- Communicate Christian Aid policy, aims, and ways of working to volunteers.
- To share in the work of the region.
- Sharing office administration and the management of office volunteers

#### **5. Qualifications**

- Educated to degree level or equivalent

#### **6. Experience**

##### **Essential**

- Substantial work with volunteers
- Some fundraising and/or campaigning experience
- Presenting in a range of fora and styles
- Events and/or Media experience

### **Desirable**

- Knowledge of Office systems, finances and IT systems.
- Understanding of international development issues.
- Previous involvement with Christian Aid in a voluntary capacity

## **PART 2: DUTIES AND KEY RESPONSIBILITIES**

### **JOB TITLE: Volunteer Development Officer – East Midlands Unit Office**

#### **To develop relationships with volunteers and volunteer groups, inspiring and resourcing them to pray, act and give.**

**(25%)**

- To initiate regular contact with named volunteers throughout the area.
- To develop a network of volunteers to speak/preach about the work of Christian Aid and to mobilise campaigners.
- To develop existing volunteers into key multipliers.
- To develop opportunities that attract and involve younger volunteers.

#### **To manage the work of key multipliers so they can fulfil Christian Aid's aims in the area**

**(25%)**

- To manage key multipliers on a regular basis to individual plans.
- To devise and implement a plan to train and resource key multipliers so they can achieve their aims.

#### **To communicate campaign and fundraising priorities to volunteers through a strategic and planned approach**

**(25%)**

- To work with the Unit in devising an annual plan for events and activities in the area and to represent Christian Aid on events planning groups in the area.
- To organise area forums for volunteers to network, learn and be inspired.
- To organise appropriate events, partner visits, talks/workshops, campaign actions.
- To provide written material for area communications.
- To encourage volunteers to attend national campaign events.
- To speak to local committees, groups, churches, schools.
- To identify locations where support for Christian Aid is poor and with the Unit develop and deliver plans to improve this.

#### **To work with the unit administrators**

**(10%)**

- To ensure database records are maintained
- To respond to appropriate supporter correspondence
- To resource agreed Christian Aid groups.

## **To participate in the wider organisation of Christian Aid (15%)**

- To participate in regional and area planning and reviews.
- To facilitate volunteer feedback and input into national and regional forums.
- To participate in occasional staff conferences, regional meetings and training conferences, some of which may involve overnight stays away from home.

This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder.

You will be expected in undertaking the above role to comply with any policies and procedures that Christian Aid may issue.

### **Part 3: PERSON SPECIFICATION**

#### **JOB TITLE: Volunteer Development Officer – East Midlands Unit**

##### **Abilities**

- To work with people in a co-operative style
- To inspire and enthuse people to take action
- To put development messages into a theological context
- To preach and lead worship creatively
- To present clearly in public and speak well on the radio
- To assimilate and then present new information quickly and convincingly
- To put over complex issues at a level appropriate to the audience
- To travel frequently to locations throughout the region
- To work flexible hours including some evenings and weekends
- Car driver with full licence

##### **Experience**

###### **Essential**

- Substantial work with volunteers
- Some fundraising and/or campaigning experience
- Presenting in a range of fora and styles
- Knowledge of Office systems, finances and IT systems
- Experience of working with churches, ecumenical movements and church-goers.

###### **Desirable**

- Previous involvement with Christian Aid in a voluntary capacity
- Christian commitment
- Events and/or Media experience
- Understanding of development issues.

## **Skills**

- Demonstrates an ability to work unsupervised
- Effective management of time
- IT skills including word processing, email, databases
- Good communications skills
- Good interpersonal skills
- Car driver

## **Knowledge**

- Of churches and church networks
- Of global development issues

## **Qualifications**

- Degree or equivalent

## **Commitment**

- Committed to the aims of Christian Aid, to support the world's poorest people as they struggle for life and justice, and committed to resource and inspire churches and supporters in this work
- Committed to relief, development and campaigning work

## **Background to the post**

Christian Aid is an active and successful international development agency; it depends on the support and work of volunteers and of the churches in the UK and Ireland. The Church and Community Department of Christian Aid has approximately 100 staff throughout the United Kingdom and Ireland working with the churches in the areas of fundraising, promotion, education and campaigning. The department has 5 geographically focused teams based in national, regional and area offices as well as the Community Division based at our central Waterloo office.

The primary task of the Church and Community department is to expand, strengthen and resource Christian Aid's network of church and community based volunteers, so that churches, communities and individuals are attracted to become part of a movement that strives for justice and contributes to the eradication of poverty.

The geographical teams are led by the three National Secretaries, in Scotland, Wales and Ireland, and two Heads of Team responsible for work in England. Each regional team consists of a number of Area Units. The Head of each Unit leads a team of colleagues developing Christian Aid's face to face fundraising, campaigning and education work with existing and potential supporters and volunteers.

The post of Volunteer Development officer within the East Midlands Unit is to enable volunteers in the region to contribute significantly to Christian aid's plans for ambitious growth in

- prayer and understanding
- campaigning
- fundraising

in order to expose the scandal of poverty and to contribute effectively to its eradication.

The postholder will, as a member of the East Midlands Unit staff, help to implement the recommendations of the 2006 Working with Young People review.

The postholder will join unit staff consisting of a unit manager, an initiatives co-ordinator, two other volunteer development officers, two unit administrators and a gap year volunteer.

Precise areas of responsibility for the post holder will be agreed with the unit manager in consultation with the unit staff.