

## **PART 1: JOB PROFILE**

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

**Fixed term contract to 31 December 2010**

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

This post focuses on overseeing the West Midlands Unit's activity in relation to Platform 2. Christian Aid are the lead agency in this programme working in partnership with Islamic Relief and BUNAC. Platform 2 is a three year, DfID funded programme which will send over 2,500 18-25 year olds from less advantaged backgrounds on 10 week overseas placements. There they will obtain a hands on experience of volunteering within a community led development project. On their return the expectation is that these volunteers will engage with development issues and part of the VDO role will be to facilitate and enable this.

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

- Line-managed by Head of Programme, Platform 2
  - Close Liaison with Unit Manager, West Midlands Unit
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#### **3. Scope of job**

- Marketing Platform 2 through building new networks, using existing networks and working with Islamic Relief
  - Supporting 18-25 year olds through the Platform 2 process of application, overseas trip and post trip residential
  - Inputting to pre trip one day briefings
  - Inputting to post trip three day residential designed to help the young people process their experiences and develop personal activity plans to continue to engage with development issues.
  - Contributing to the ongoing support of volunteers long term and enabling them to be mainstreamed into Christian Aid volunteering.
  - With the Project Team maintaining an overview of the work of area staff as the programme develops and grows.
  - Working with area staff across units in the Midlands as required providing support for the programme.
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#### **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.
  - Share in office administration and the management of office volunteers
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## **5. Qualifications**

- Educated to degree level or equivalent
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## **6. Experience**

### **Essential**

- Substantial work with volunteers
- Some fundraising and/or campaigning experience
- Presenting and workshop facilitating in a range of fora and styles
- Events and/or Media experience
- Substantial experience of working with 18-25 year olds in the target demographic.
- Using inter personal skills to inspire people to take action
- Ability to work unsupervised and to tight agreed deadlines
- Use of Office systems, finances and IT systems

### **Desirable**

- Some experience of the development sector (and preferably of Christian Aid)

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

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

#### **To lead on the Unit's activity in relation to Platform 2**

- To take a lead in this work within the West Midlands unit.
- To assist in briefings and residentials in and around the West Midlands but also around the UK where required.
- To assist in training other staff to input to these events.
- To work with the Youth Marketing and Innovations Team in centrally produced roadshows and events put on for volunteer marketing and peer marketing purposes.
- To work closely with the other members of the unit, especially the Black Majority Church worker, to market the scheme and recruit large numbers of volunteers.
- To assist in supporting volunteers while overseas, and assist in the evaluation and feedback process.
- To attend Unit meetings and work with the Unit in devising an annual plan for events and activities in the area.

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

- To ensure database records are maintained.
- To respond to appropriate supporter correspondence.

## **To participate in the wider organisation of Christian Aid**

- 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.

The role requires substantial travel around the UK including the ability to stay away from home regularly. It will not involve overseas travel.

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 – West Midlands Unit**

##### **Abilities**

- To work with people in a co-operative style
- To inspire and enthuse people, especially 18-25 year olds, to take action
- 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 within the UK (although mainly in the South East)
- To work flexible hours including some evenings and weekends

##### **Experience**

###### **Essential**

- Substantial work with volunteers
- Some fundraising and/or campaigning experience
- Presenting and workshop facilitating in a range of fora and styles
- Events and/or Media experience
- Experience of working with 18-25 year olds in the target demographic.
- Good knowledge of international development and social justice issues
- Excellent inter personal skills
- Knowledge of Office systems, finances and IT systems.

###### **Desirable**

- Prior experience in the development sector
- Knowledge of Christian Aid

## **Skills**

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

## **Knowledge**

- Of youth networks
- 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 primary task of the West Midlands Unit 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.

This post has arisen due to Christian Aid leading on a three year DFID funded £10m project to send 2,500 18-25 year olds from less advantaged backgrounds, with a focus on ethnic minorities, on 10 week overseas placements to obtain a hands on experience of volunteering within a community led development project. There is an expectation that the volunteers will engage with development issues on their return. Christian Aid is the lead agency working in partnership with Islamic Relief and BUNAC.

The Christian Aid office for the West Midlands Unit is located in The Big Peg, in the Jewellery Quarter in Birmingham. The postholder will join a Unit Manager, three Volunteer Development Officers, a Black Majority Church Worker, the administrative team and a Gap year volunteer working in the office.