

## "Your SOGIESC Rights, Reporting Out, Reporting Onwards"

### Role Descriptor: Campaigner

### Reporting to: Secretary (Trustee)

### Average hours: Roughly 16 hours per month (variable)



ReportOUT

ReportOUT is a Charitable Incorporated Organisation (CIO) regulated in England and Wales and is based in Gateshead, United Kingdom. Our tagline is: "Your SOGIESC rights, reporting out, reporting onwards."

#### Our volunteers:

Reliable, well-trained and passionate volunteers are vital to the work of ReportOUT and to our three-year Strategic Plan (2019-2022). Our volunteers give more than their time and energy, they are a vital part of our organisation and so we invest heavily in volunteer support, training and development. We do not have a high volunteer turnover at ReportOUT as our volunteers enjoy what they do and are committed to stopping human rights abuses against SOGIESC people. **If you are accepted, we will offer the following for you:**

- an informal interview after you submit your application to us, to ensure that you are right for us and we are right for you;
- a clear written volunteer agreement and volunteer handbook;
- induction training programme (either physically or online via zoom). This ensures that you truly understand the organisation and how we work, including your role;
- a clear volunteer policy, including travel and lunch expenses paid (conditions required);
- monthly online volunteer meetings for updates and news;
- supportive WhatsApp groups with other volunteers and a team group for your team;
- access to further training opportunities and enormous creativity in your role;
- the **Positive Allies** charter mark as an environment which is 'HIV friendly' to all volunteers;
- an opportunity to be part of a volunteer team where your views are appreciated and valued.

#### Important to note:

**We specify a minimum commitment of 16 hours per month to all roles** in order to be a volunteer with us. Most volunteering can presently be done online but please note that this role may require offline volunteering to be at physical events. We love our volunteers to come to our office to do their volunteering where possible and **please note that we have COVID guidelines in place**. Volunteers will have to fit into our office availability if the office desks are full. We do ask that when volunteers do come into the office, volunteers ideally have a regular shift which is their own, which they have for consistency and to stop any clashes, however we are flexible with this.

We do state that the nature of the work that we do can be upsetting and traumatising to some people and so we ask that people have necessary support systems in place, especially as you may be lone-working sometimes. Whilst we can provide telephone numbers and informal support, we do need volunteers who can be robust and pro-active in seeking support whilst they do this role within data protection guidelines. We urge self-reflection on your capacity to cope with the demands of this role before you begin with us.

**Overall, we seek highly skilled, flexible, reliable and experienced individuals to join us. Due to organisational demand we are after specific skills and not general volunteer support. Whilst all of our volunteers have clear roles as set out in their role descriptors, your role sometimes demands more and so we need people who are flexible and 'can do' in their approach.**

### **Essential qualities needed of ALL volunteers at ReportOUT:**

Generally, being a volunteer of ReportOUT will require you to have the these essential skills:

- have very well-developed literacy skills. Have very clear written and spoken English;
- be fluent in Microsoft Office and email. Be able to use, or be willing to learn, Google Suite and G-Mail;
- be able to use Canva - training can be given with this though;
- can set fundraising targets and can help us to achieve them;
- be part of associated WhatsApp groups to aid the organisation;
- to log volunteer hours diligently each month;
- be part of a rota system with a wider team (if office based);
- have work or volunteer experience in dealing with the public and members of the wider community sensitively and with respect and dignity;
- know of some of the issues affecting SOGIESC individuals and communities globally (please note that you do not have to have detailed knowledge of these as this will be learnt within the role as you develop);
- to reliably dedicate to a volunteering commitment of twelve months (though negotiable);
- show excellent levels of punctuality and attendance;
- be able to volunteer unsupervised, using own initiative;
- demonstrate excellent attention to detail;
- be able to work effectively as part of a team;
- be able to work effectively to conflicting deadlines;
- practice an inclusive approach within an organisation;
- take a none-judgmental attitude toward different cultural practices;
- show a strong commitment to equality and diversity principles, data protection laws and confidentiality guidelines;
- attend monthly volunteer meetings (with advance notice given);
- understand that you may be asked to complete tasks outside of your role descriptor;
- attend additional training when needed for your role.

**If successful for this post, we will require two references for this role and an enhanced DBS check going forward. ReportOUT will point you to a DBS organisation in order to have one completed and will pay the fee, but you must be pro-active in arranging this. This will be further explained at induction.**

## Essential and desirable requirements of our Campaigners:

We are a volunteer-led organisation and our Campaigners are vital to the work that we do. The Campaigners put together our strategy document and help to highlight and develop ways to get our current campaigns out to the public and work with other volunteer teams to find ways in which to do this. They also lead on our development of Student Union ReportOUT groups, to build our campaign base to ensure that SOGIESC human rights are understood and contested. Campaigners also develop resources, packs and take part in physical campaigns to ensure that SOGIESC rights are highlighted regionally, nationally and globally. The officers are a dedicated bunch and are the front facing role of our work, promoting what we do. **As such, we have a list of essential and desirable criteria that Campaigners must have, they are:**

### Essential:

- ability to follow our campaign strategy (and to write and feed into it);
- an excellent level of written and spoken English;
- an ability to use GDrive and Google Mail;
- excellent skills in using Word and PowerPoint (and ideally, other presentation software);
- very good other IT skills and to be able to use Zoom, other educational software and Canva (training can be given with these though);
- to design and take a strategic lead on our Moodle platform alongside the Education Officers;
- an ability to challenge harmful narratives in a non-violent way;
- an ability to lead on our Student Union campaigner base and to seek out opportunities for the development of this in other areas;
- an ability to put together campaigner resources for our campaign base to use;
- a pro-active ability to seek out opportunities from other volunteer teams to blend their work with yours;
- ability to collate data on the effectiveness and impact of the Campaign Teams work, and to reflect and learn from this;
- willingness to be a pro-active part of the whole organisation;
- outstanding time management skills and a strong ability to juggle multiple workloads;
- excellent strategic planning and implementation skills;
- help out at ReportOUT events, functions and in any other duties that may fall outside of your exact volunteer role descriptor.

### Desirable:

- ability to speak and translate foreign languages for our social media and media events;
- campaigning experience at a local, national or global level.

**Have you got what we need? Great! Please complete the application form on our website to start the next process of having an informal interview:** <https://www.reportout.org/volunteer-application-form>