



"Your SOGI Rights, Reporting Out, Reporting Onwards"

 ReportOUT, Pride Media Centre, Unit T1, Stonehills, Shield Road, Pelaw, Gateshead, NE10 0HW

Role Descriptor: Fundraising and Events Officer

ReportOUT is a Charitable Incorporated Organisation (CIO) regulated in England and Wales and is based in Gateshead, United Kingdom. Our tagline is: "Your SOGI 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 SOGI 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;
- a two-day volunteer induction training programme. Usually held on a weekend. 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);
- a peer-mentor scheme whereby we team you up with an existing volunteer who will be a point of support and to answer any questions you may have as you settle in;
- 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 and we run this in a shift pattern. This is flexible however and your potential shift can be a morning, afternoon or evening per week (including weekdays and weekends). Volunteers must note that they will have to fit into our availability if the office desks are full. We do ask that volunteers have a regular shift which is their own, which they have for consistency and to stop any clashes.

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.



www.reportout.org



@OUT_Report



@SOGI_ReportOUT



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 roles sometimes demand 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 willing to learn Google Suite and G-Mail;
- share an online office diary using Google Suite and to manage this effectively (training will be given for this);
- be part of a rota system with a wider team;
- 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 SOGI 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 meetings when required (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 Fundraising and Events Officers:

We are a volunteer-led organisation and our Fundraising and Events Officers are vital to the work that we do. They are part of the team who plan fundraising events in line with our Fundraising and Events Strategy. Not only do they plan events and help to run them, but they contribute their ideas to our strategy going forward. Our officers can be found not only at fundraising events for ReportOUT, but also networking events, fairs and anywhere we can raise awareness of the work that we do. They are a dedicated bunch and are the backbone of our work. **As such, we have a list of essential and desirable criteria that Fundraising and Events Officers must have, they are:**

Essential:

- a fun and 'can do' attitude to taking part in awareness and fundraising events;
- excellent people skills and to be able to confidently contact people;
- outstanding time management skills;
- creativity in putting together display boards and to put together imaginative and interesting ideas to spread awareness of ReportOUT. Creativity in planning successful fundraising ideas and events;
- excellent strategic planning and implementation skills, with a capacity to not only plan an event, but to see it through to the end with a keen eye for detail;
- ability to think of creative ways to capture the success of an event;
- understanding that ReportOUT work with small budgets and can think creatively about how to manage events on a shoestring budget;
- a pro-active ability to seek out relevant events where ReportOUT can have a presence;
- willingness to feed into our Fundraising and Events Strategy;
- willingness to write risk assessments for events and to consider health and safety as well as inclusive event locations;
- experience in writing high quality work clearly and effectively in writing;
- willingness to be a pro-active part of an office environment in the understanding that the organisation is in early stages of development and to take up office tasks as part of their role;
- willingness to appreciate that this role may involve some lone working at times due to time zone differences when collecting data;
- managing social media accounts to convey messages which are culturally appropriate and suitable for the audience of ReportOUT;
- help out at ReportOUT events, functions and in any other duties that may fall outside of your exact volunteer role descriptor.

Desirable:

- access to a car and clean driving license.

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>