

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

### Role Descriptor: Fundraising and Events Officer

### Reporting to: Treasurer (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 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 offline and online 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 help to arrange and come up with online and offline events, such as: panel talks, conferences, public talks and fundraising events. Some events will have a fundraising element to them and others will be awareness raising of SOGIESC issues. The officers 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:**

- ability to follow our events guide and fundraising and events strategy (and to feed into them);
- a fun and 'can do' attitude to taking part in awareness and fundraising events;
- excellent people skills and to be able to confidently contact SOGIESC people globally using a range of mediums from phone, social media and email;
- very good IT skills and to be able to use Zoom, Eventbrite and Canva (training can be given with these though);
- outstanding time management skills;
- creativity in planning successful fundraising ideas and events and ability to juggle workloads;
- ability to engage with potential sponsorship ideas;
- excellent strategic planning and implementation skills, with a capacity to not only plan an event, but to see it through to the end (and afterwards) 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 small budget;
- a pro-active ability to seek out relevant events where ReportOUT can have a presence;
- 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 the whole organisation;
- willingness to appreciate that this role may involve some lone or anti-social working at times due to time zone differences when collecting data;
- willingness to manage all social media accounts to convey messages which are culturally appropriate and suitable for the audience of ReportOUT. To be able to put together email newsletters (training can be given);
- 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 a 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>