



Description of volunteer project and person specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by ActionAid from time to time. Staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

| | |
|---------------------------|--|
| Title | UK Directorate Volunteer |
| Volunteer schedule | 2 days a week for 3 months (14 hours per week) |
| Recompense | Unpaid (reimbursement for reasonable travel expenses to and from office location and up to £5/day for lunch) |
| Reporting to | Executive Support Officer |

Context

Are you passionate about making a real difference?

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we work with local people in more than 45 countries to fight hunger and disease, seek justice and education for women, hold companies and governments to account and help communities cope with emergencies.

In the UK our role is to raise funds to carry out programme work internationally, to motivate and engage our supporters and the general public and to campaign for change. We are a value driven, forward thinking organisation, focused on achieving long-term change through supporting our partners to make a sustainable difference.

Purpose of the volunteer role

ActionAid UK is looking for a volunteer to support our UK Directorate for a 3 month period to provide administrative support for the UK Directorate including the Executive Director, Director of Performance and Accountability, Director of Central Resources as well as the Board of Trustees.

This role offers a great opportunity to gain a better understanding of how international NGOs work. You will also gain useful administrative, intranet and organisational skills.

If you are interested in being part of this exciting international charity and feel you have the passion and commitment to help us achieve our vision then we want to hear from you.

Key tasks and responsibilities

Key Tasks

1. Provide administrative support for the UK Directorate team including direct support to the Directors as well as minute taking, organising travel and filing.
2. Develop team's intranet pages.
3. Assist with the organisation of UK Directorate events, including: senior management team meetings, board meetings, trustee seminars and international meetings.
4. Assist with the organisation of ActionAid's key internal events including staff briefing and Learning Circles.

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5. Assist in the development of the administrator network.
6. Adhoc project work for Performance and Accountability and Central Resources teams.

Person Specification

| Knowledge and Experience | |
|--|---|
| <i>Essential</i> | <i>Desirable</i> |
| Previous experience of providing administrative support and working in an office environment | Experience of working with intranet pages and/or web based content management systems |
| Interest and knowledge of international development issues | Achieved or studying for a related degree |
| Skills and Abilities | |
| Good written and oral communication skills | Proven ability to build good working relationships |
| An ability to work independently | |
| A strong team player with a proactive approach | |
| A commitment to ActionAid's mission and values | |
| Good attention to detail | |
| Proficient in the use of MS Office (including Outlook, Word and Excel) | |