



Office Volunteer Role Description

Home is the cornerstone of hope for those living in poverty. Habitat for Humanity Great Britain (HFHGB) helps the poorest and most vulnerable people lift themselves out of poverty by partnering with them to build their homes and communities. With a home comes protection from the elements, from disease and from violence. A decent and secure home provides the foundation for health, education and employment. As a leading international non-governmental organisation focused on shelter, Habitat for Humanity understands the Power of Home.

Vision

A world where everyone has a decent place to live.

Our Core Values

Inspired by our Christian values, Habitat for Humanity brings people together to build homes, communities, and hope.

Philosophy

1. Build on our Christian Foundation
2. Focus on Shelter
3. Advocate for Affordable Housing
4. Promote Dignity and Hope
5. Support Sustainable Transformational Development

Post Title	Habitat for Humanity Great Britain Office Volunteer
Reports to	Habitat for Humanity Great Britain Global Village staff
Location	10 The Grove, Slough, SL1 1QP
Start Date	First week of November 2015

Role Summary Our staff and volunteers come from many backgrounds and experiences, but what ties them together is their commitment to HFHGB's vision, core values and philosophy. The Office Volunteer is an asset for the team who are based in our Slough office. Their responsibilities will range from providing administrative support, sourcing content for marketing campaigns to archiving documents.

Time Expectation 1 -2 days per week. Flexibility in regards to full or half days.

Main Duties and Responsibilities

Duties and responsibilities may include, but are not limited to, the following:

Administrative and Office Support

- Electronically archiving documents to maintain operational efficiency
- Implementing filing systems for office supplies
- Prepare and manage mailings and post as per requests of supporters
- Assist in preparing resources for presentations and meetings

Communications and Marketing

- Maintain an online image/document library for HFHGB use
- Assisting with targeted mailings and subsequent follow ups (if required)
- Utilising social media to raise the profile of HFHGB, including monitoring 'trends' and calendars of globally observed campaigns

Research and Programme Expansion

- Source new avenues/events which can help HFHGB raise their profile within different sectors
- Research domestic fundraising opportunities for local volunteers
- Background research on pre-selected supporters and identifying possible opportunities for further engagement
- Develop supporting materials for fundraising

Experience and Knowledge

All Office Volunteers must be:

- Well-versed in and committed to HHHFGB's vision, values and philosophy.
- Competent user of basic Microsoft programmes including Word and Excel. Previous experience of PowerPoint is desirable, but not essential.
- DBS checked. HFHGB are able to arrange this on your behalf on successful placement.

Essential Skills and Attributes

All Office Volunteer must be able to demonstrate:

- Enthusiasm for voluntary work,
- Keen sense to gain experience and knowledge about international development,
- The ability to effectively manage unexpected circumstances and problem solve,
- Excellent interpersonal skills,
- Patience, and
- A sense of humour!

Benefits to Volunteer

This voluntary role can offer is opportunities to:

- Make a real difference HFHGB's global work,
- Engage with people from all walks of life and work with a dedicated and fun team,
- Develop a working knowledge of how a development charity functions, and
- Further develop and/or utilise office skills

Costs associated with volunteering (i.e. travel and lunches) will be reimbursed with reason.

Recruitment

Interested applicants should submit a CV and covering letter to Volunteering@habitatforhumanity.org.uk Suitable volunteers will be contacted for an informal discussion and references may be requested.

Please note that it is at the discretion of the Global Village staff to approve volunteer applications based upon requirements and experience.