



## Village Aid Job Description

<b>Job title</b>	Research and Development Assistant (Volunteer Internship)
<b>Purpose of role:</b>	To support fundraising and communications initiatives within Village Aid by providing a key research and development function for the UK office.
<b>Reporting to:</b>	Co-Director (Fundraising)
<b>Contract dates:</b>	6 month position. Possibility of Renewal Trial period of 3 months.
<b>Weekly Commitment:</b>	Minimum of 3 days a week on an unpaid basis. (Travel expenses will be paid).
<b>Deadline:</b>	5 pm on 14 <sup>th</sup> April

### Main tasks and duties:

#### Research

- Online research for a variety of initiatives, including
  - Trust research
  - Company research
  - High-net-worth-individuals research
  - NGO research
  - International Development Policy Research
- Telephone research
  - Follow-up variety of fundraising leads generated through research
  - Contacting lapsed donors

#### Development

- Events – working with the Fundraising and Communications Officer and Volunteer Coordinator, deliver a schedule of events for 2010. Support staff and volunteers for major event planning and delivery.
- Donor Recruitment (Bakewell and surrounds) – support initiatives as requested in recruiting volunteers for door to door/street activity and the development of appropriate training.
- Donor Recruitment (Students and Younger People) – support the Village Aid Facebook group and the Sheffield Village Aid Society. Identify opportunities to use new media to engage with this group as regular supporters.
- Following up on office enquiries including requests for speakers etc
- Set up and maintain efficient record-keeping and filing systems especially for major donor and donor recruitment work



Communications

- Answering the phone and taking messages
- Taking photos of fundraising activities for communication materials and PR
- Support the production of newsletters and other publications
- Assist staff and volunteers in the creation of and marketing of press releases
- Assist staff and volunteers in the ongoing updating of the web-site

Other

- Any other tasks requested by line manager
- Take part in regular team meetings

**Village Aid  
Research and Development Assistant  
(Volunteer Internship)  
Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
Studied and/or worked and/or volunteered in international development/fundraising and/or marketing	✓	
Participated as a member of a team	✓	
Experience of working as a volunteer / with other volunteers		✓
<b>Skills</b>		
Research skills	✓	
Organisational skills	✓	
Administration - Setting up and managing filing system	✓	
IT – confident with Microsoft Word, Excel and Outlook	✓	
IT – confident with new media	✓	
Communication – letter and e-mail writing	✓	
Communication – good/engaging telephone skills	✓	
Willing to learn to manage web-site		✓
Managing website (eg uploading content etc)		✓
Ability to multi task and manage competing priorities	✓	
<b>Other</b>		
Relevant degree	✓	
Evidence of use of initiative and self-management	✓	
Interested in fundraising for work in Africa	✓	
Interested in international development/Africa	✓	
High levels of stamina and energy	✓	
Driving Licence		✓
Access to vehicle (if used expenses will be paid)		✓