

Role Information

- **Days and hours:** 1 day per week, on a Tuesday or Wednesday.
- **Term:** Minimum commitment of 3 months
- **Reporting to:** Fundraising & Development Manager
- Volunteers are entitled to travel expenses to and from the place of work (and lunch for each full day). Please note expenses will be reimbursed against receipts only.

About the role

The role will involve supporting the Fundraising & Development Manager deliver IRMO's Fundraising Strategy 2019-2022 and secure income for the organisation to remain sustainable and grow. The other purpose is to enable the individual to gain practical experience & training across a range of fundraising activities to help them to develop their career.

Main tasks and responsibilities

- Administrative support to the Fundraising & Development Manager;
- Researching funding opportunities in line with operational priorities;
- Identifying potential corporate / community business connections;
- Identifying potential major donor connections;
- Seeking relevant academic and other research on issues affecting IRMO;
- Collecting internal case studies to support funding bids;
- Reviewing & contributing to funding applications / bids;
- Preparation of promotional material for events / campaigns;
- Contributing to social media funding campaigns / notices;
- Maintaining the donor stewardship plan / monitoring actions.

Person specification

- Verbal and written communication skills in Spanish or Portuguese (desirable);
- Excellent organisational and administrative skills;
- A high degree of IT literacy and ability to use Word and Excel;
- Educated to degree standard or equivalent experience;
- Excellent standard of written English;
- The ability to develop and maintain relationships, with good interpersonal skills;

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- The ability to develop and maintain relationships, with good interpersonal skills;
- Ability to manage a varied and busy workload to sometimes tight deadlines;
- Flexibility to work with and support colleagues across the organisation;
- Commitment to the principles of equality of opportunity in the workplace;
- A keen interest in UK immigration and issues surrounding Brexit.

Additional Requirements

- Two references from current/previous employers;
- Enhanced DBS Check (completed through IRMO);
- Safeguarding Level 1 certificate (completed through IRMO);
- One month trial period.

Benefits from Volunteering at IRMO

- Gives the opportunity of helping others and to give back;
- Creates an ideal space to learn new skills in a multicultural, cooperative and inspiring environment;
- Get involved with the Latin American Community and increase knowledge of the situation of Latin American migrants in the UK;
- Helps to gain experience and strengthen previous skills to face UK's competitive job market;
- Enhance CV and get references (after 3-month period) for further impact on the employment status;
- Participate in training sessions with high quality learning outcomes (in-house and external) in areas related to the role;
- Receive regular supervision and support.

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