

## **Volunteering**

Volunteering with EveryChild is a great way to pick up new skills and meet new people. We are always on the lookout for people to join our volunteering team to work within our UK office.

Please see below for the types of volunteering roles we offer within the different departments of EveryChild.

### **Supporter Care Department**

The Supporter Care Department is the principal area of regular volunteer need where a wide range of administrative tasks are performed.

#### **Volunteer tasks**

- Logging mail onto the EveryChild database by reference numbers
- Looking up administrative queries on the database
- Sending out letters and reports to sponsors
- Changing sponsor addresses on the database and investigating mail returned by the Post Office
- Printing standard letters to sponsors
- Sending memos to Field Offices overseas
- Processing incoming and outgoing mail

### ***Communications & Advocacy Department***

Communications & Advocacy is responsible for raising the profile of EveryChild and building a strong corporate identity through activities, events and coverage in the media. This is the department which produces "ChildWorld" magazine and the EveryChild Annual Review.

#### **Volunteer tasks**

- Some telephone and internet work.
- Desk research

### **Donor Partnerships Team**

Responsible for raising funds from high value donors such as companies, trusts and foundations and individuals who donate £5k or more.

#### **Volunteer tasks**

- Researching prospective donors through desk based research.

### **Sponsorship Department**

Responsible for retaining the commitment of EveryChild's existing sponsors and increasing their understanding of EveryChild's work. Also responsible for the enrolment of prospective and new sponsors.

#### **Volunteer tasks**

- Filing and file making
- Sending out details of children to new sponsors and existing sponsors
- Logging new sponsors and addresses onto the database
- Mailing out information to prospective sponsors
- Updating information sheets and maintaining stocks

- Occasional short-term special projects, which vary seasonally.

### **Programmes Department**

In the programmes team we work directly with our country offices and partners to help design and deliver country strategic plans. Through our work we aim to provide support and advice to ensure that our programming is as effective as possible. This includes detailed project management of our current programmes, building on the outputs and learning from our work to inform future programmes and develop policy work, and strategic and visionary planning on the direction of our future work.

#### **Volunteer/intern tasks:**

- General administrative assistance
- Desk research to inform policy research and advocacy work
- Updating country profiles and project summaries
- Desk research to inform programme development and strategic plans