

Grants Fundraising Volunteer

- JOB DESCRIPTION:** Providing administrative tasks, researching, and identifying funding and supporting the Grants Manager
- LOCATION:** Camden, London
- COMMITMENT:** Minimum 2 month commitment, 1 day per week

The Helen Bamber Foundation (HBF) is a human rights charity with an international reputation for providing specialist care and support for asylum seekers and refugees who have suffered extreme human cruelty. Our clients have been subjected to atrocities including state-sponsored torture, religious / political persecution, human trafficking, and forced labour, sexual exploitation, gender-based and honour-based violence. We are looking for someone who is committed to help us achieve our income requirements from grants by working with fundraising team.

MAIN DUTIES & RESPONSIBILITIES

- To research potential trusts and foundations
- To keep up to date and accurate donor information
- To support the Grants Manager to ensure that funding systems are effectively used
- To keep a record of contacts for possible future partnership
- To undertake grant administrative tasks including documenting concept notes, proposal and reports

PERSON SPECIFICATION

Essential

- Excellent written and verbal communication skills
- Understanding of, and commitment to, the objectives of the Helen Bamber Foundation;
- Knowledge of the challenges facing vulnerable clients including asylum seekers, refugees and survivors of torture, trafficking, and a demonstrable empathy for this client group;
- Awareness of confidentiality/data protection;
- Excellent organisational skills and ability to manage own time and workload, and to prioritise a range of competing demands;
- Excellent IT skills including the use of databases, email, word processing;
- Flexibility and willingness to undertake other duties as required.

Desirable

- Good research skills
- Experienced user of Microsoft Office and Databases
- Experience of working with asylum seekers, refugees or survivors of trafficking;
- Interest on experience in working in human right sector

Please send your **CV and short Cover Letter** outlining your relevant skills and experience to carole.mercier@helenbamber.org. Applications are assessed on a rolling basis. This is a fantastic opportunity for someone looking to work in fundraising and gain valuable experience from highly experienced fundraising and communication team. HBF will cover lunch costs (£5).

Please note that successful candidates will be offered the volunteer position subject to a DBS check and suitable references.

Founder: Helen Bamber OBE, DU (Essex)

President: Emma Thompson

Human Rights Advisory Group

Sir Geoffrey Bindman QC (hon) (Chair), Sir Nicolas Bratza,
Louise Christian, Ben Emmerson QC, Frances Webber

Board of Trustees

Charlotte Seymour-Smith (Chair), Hugh Richardson (Treasurer),
Sir Nicolas Bratza, Rebecca Hirst, Tom McLaughlan,
Caroline Moorehead, Patricia Pank, Prof Ian Watt

Managing Executive

Tarnjit Birdi (Executive Director), Professor Cornelius Katona MD FRCPsych (Medical Director),
Nina Kowalska (Managing Director)

Registered Charity No. 1149652 **Company No.** 08186281