

Volunteer Role Description

Volunteer Role: Community Champion

Responsible to: Information Campaign Coordinator

Base: Hammersmith, West London

Summary of main responsibilities:

- Making meaningful contact with EU (specifically, the EU 2004 and 2007 accession) communities in the regions of Greater London – you will be out and about
- Engaging with Eastern European institutions, organisations, shops and other social settings to raise awareness of the project's opportunities and help arranging events, outreach surgeries and other activities under supervision of the project Coordinator
- Promoting positive integration by sharing knowledge of rights and responsibilities of the EU nationals living in the UK and of local service provision
- Promoting awareness raising events, outreach sessions and civic events to members of target communities and encouraging them to attend
- Providing feedback from target communities about the project
- Keeping electronic and paper records of meetings with target communities, in line with project's and organisational policies and procedures
- Attending supervision and support meetings with a line-manager (Information Campaign Coordinator)
- Accomplishing such other tasks as reasonably required to meet the project's objectives

Additional conditions:

- a) The volunteer will be required to travel across Greater London and in exceptional cases may be required to travel regionally and nationally for which the appropriate allowances will be paid
- b) Hours are flexible to meet the demands of the role; some evenings and weekends are required. Attendance at some organised events and meetings may be required upon earlier agreement with the project coordinator.
- c) The volunteer performs their role towards fulfilling EEAC's commitment to equality and human rights and has to comply with all EEAC's policies and procedures.

Person Specification:

(Essential = E; Advantage = A)

1. Demonstrable experience of effective working with EU migrants (A)
2. Demonstrable confidence to identify, approach and network with local community groups (E)
3. Effective IT skills with experience of email, Word, Excel, PowerPoint and general office technology (E)
4. Effective verbal communication and inter-personal skills, such as tact and diplomacy (E)
5. Clear written communication skills, including the ability to adapt written style according to the audience (E)
6. Experience of working to demanding time scales and ability to prioritise tasks (E)
7. Evidence a personal and professional high standard of commitment to equality and human rights issues (E)
8. Ability to work alone and on own initiative, as well as part of a team (E)
9. Ability to follow and adhere to EEAC's policies and procedures (E)
10. Ability to travel across the Greater London area (E)