

## **JOB DESCRIPTION**

### **POST: Volunteer Funding and Partnership Development Officer**

**LOCATION:** Working from home (with possibility of visiting Kenya if interested)

**HOURS:** Flexible, at a time suited to the volunteer. Ideally, minimum of 14 hours per month.

**RESPONSIBLE TO:** The New Life Nyambene Chair and Committee

### **OVERVIEW:**

New Life Nyambene is seeking to recruit a volunteer who is passionate about supporting street children in Africa to turn their lives around and achieve their potential. This post will play a key part in fundraising, partnership work and communications with donors and supporters.

New Life Nyambene is a partnership between Kenya and the UK, dedicated to rescuing abandoned street and destitute children in the Meru region of Kenya.

In Kenya, a dedicated team of Kenyans from the local community manage and run a Children's Home for 36 children and young people who formerly lived on the streets. In the UK, a group of volunteers supports the Home by raising funds for the children.

The children have been traumatised by starvation, neglect and abuse; and over time we aim to nurture them back into both physical and emotional health. Motivated by faith, we provide them with food, healthcare, clothes and protection, but above all, with a supportive community giving them love, hope and purpose. We pay for them to attend local schools, and when they are old enough, vocational training colleges or further education, depending on the skills in which they show most promise.

New Life Nyambene is a registered Charity 1122048.

### **APPLICATION PROCEDURE:**

Please send your CV with a covering letter to [info@newlifenyambene.org](mailto:info@newlifenyambene.org)

Your letter should include the following:

- A demonstration of the skills and experience you have that make you well suited for this role.
- Your reasons for wanting this role.
- How many days a month you would be available.
- Three referees who can be contacted by New Life Nyambene without further permission from the candidate.

### **MAIN TASKS:**

- To carry out marketing and make use of local networks in order to recruit new individuals as children's sponsors. This will enable the charity to offer a home and future to more children.
- Proactively research funding opportunities from trusts, foundations and corporate supporters.
- With support from the New Life Nyambene Chair and Committee, to draft and submit applications to trusts, foundations and corporate supporters.
- Maintain accurate records of all correspondence with trusts and foundations.
- Working with the manager of the Children's Home in Kenya and the New Life Nyambene Chair, prepare monitoring and evaluation reports on the progress of funded projects, as required by funders.
- To assist the New Life Nyambene Chair and Committee to keep in touch with our supporters - answering their enquiries and coordinating the production of quarterly newsletters.
- To promote and support the New Life Nyambene mission and to ensure that every opportunity to publicise the name and work of charity is pursued.

## **PERSON SPECIFICATION**

**The most essential qualities we are looking for are enthusiasm, commitment and a passion for supporting street children in Africa.**

In addition, the following skills and experience would be desirable.

### **SKILLS**

- Excellent organisational and administration skills, with ability to maintain accurate records.
- Good written and verbal communication skills.
- Ability to prioritise and meet tight deadlines.
- Able to use initiative and work with minimum supervision.
- IT Skills, especially in email, excel, word and powerpoint.

### **EXPERIENCE**

- Relevant work experience in administration, fundraising, marketing or finance for charities.
- Experience of making applications for funding.
- Experience of monitoring funding contracts.
- Experience of producing reports for funders and donors.