



WaterAid/Joey Lawrence

Speaker Network Office Volunteer



Location: Vauxhall

Weekly hours: 6 hours per day, 3 days a week

Length: August– December 2019



Who we are



For water. For sanitation. For hygiene. For everyone.

We started because no water charity existed. We'll finish when no water charity is needed.

Poverty shouldn't be normal. Safe water, decent toilets and good hygiene should be.

Water partners for Everyone Everywhere

We know that extreme poverty cannot end until safe water, decent toilets and good hygiene are part of normal daily life for everyone, everywhere in the world.

We are international water, sanitation and hygiene specialists, united in our view that the best way to solve the water crisis for good is by working with others.

We're partners for people around the world who believe everyone has the same human rights to safe water, decent toilets and good hygiene and who have the drive, or the responsibility, to do something about it.

Changing Normal

For millions of people around the world, safe water, decent toilets and good hygiene are still not part of normal daily life. We believe this has to change.

It's about questioning what's expected and what's accepted.

It's about having the confidence to talk about things that are difficult and taboo.

It's about changing conventional behaviour and how institutions work.

It's about bringing practical solutions that stick for good.

It's about removing barriers that hold people back.

It's about making what's commonplace for many, commonplace for everyone everywhere by 2030.

We're committed to changing normal forever—are you?

About the role



Team: Community, Events and Education

Role Supervisor: Nadia Nicholas

Application deadline: Friday 16th August

Interview date: Tuesday 20th August or Thursday 22nd August

How to apply: Please send your CV and a covering letter (no more than 1 A4 page) answering the question below to: speakers@wateraid.org referencing Speaker Network Engagement Office Volunteer application.

Q. What are your most important skills and previous experience that you would utilise within this role?

Purpose of Role:

This volunteering role is ideal for an enthusiastic and detail-oriented individual, with strong interpersonal communication skills, and an interest in developing transferable office based skills, within the busy environment of an international charity.

The main purpose of this role is to assist around the recruitment and stewardship for the WaterAid Speaker Network, which is a voluntary network of over 250 Speakers committed to delivering talks and workshops to people around the UK; sharing our important messages around clean water, decent toilets and good hygiene.

This role will also include administrative processes such as using excel and a database.

Key Tasks:

- Research volunteer recruitment opportunities (online and face to face) across the UK and sending out recruitment materials around the Speaker Network.
- Update the Effra database, including updating details around volunteer Speakers and audiences.
- Updating and organising volunteer resource packs.
- Taking part in stewardship calls for Speaker volunteers

About the role



Required Skills and Experience:

- Experience in a supporter facing role, with face to face, telephone and email communication.
- Experience managing multiple tasks to deadlines, with close attention to detail and proactively prioritising own workload.
- Experience of administrative tasks such as using excel.
- Strong interpersonal skills and a passion for the charity sector.
- Excellent verbal and written communication skills.
- Excellent organisation skills and attention to detail.
- Ability to work under own initiative.
- Strong IT skills – competent at MS Word and Excel.
- Commitment to WaterAid's ethos, work and values.

The successful candidate will be offered the position subject to a short trial.