



Strategic Partnerships Projects Volunteer

Place of work:	47-49 Durham Street, London SE11 5JD
Pay band:	n/a
Salary:	Unpaid Voluntary Role - Reasonable travel expenses from within London zones 1-6 and £7.00 towards lunch
Contract type:	n/a
Reports to:	Special Projects Officer / Special Projects Manager
Manages:	n/a
Time required:	Ideally, 2 to 3 days a week – but can be flexible depending on your availability
Duration:	3 months (with possibility of extension)
Start date:	Mid to late January 2020

Background

WaterAid is an international organisation whose mission is to transform the lives of the poorest and most marginalised people by improving access to safe water, sanitation and hygiene. We work with local partners, who understand local issues, and provide them with the skills and support to help communities set up and manage practical and sustainable projects that meet their real needs. We also campaign locally and internationally to change policy and practice and ensure water and sanitation's vital role in reducing poverty is recognised. Through our partners, we reached 2 million people with safe water and 3 million people with sanitation last year. We launched our new global strategy designed to help reach everyone, everywhere with safe water, sanitation and hygiene by 2030.

Team description

You will be part of the Innovation & Strategic Engagement team, which sits within WaterAid's Strategic Partnerships Department in the Fundraising and Communications Directorate. The team has a global remit to build the evidence base to influence the private sector to take action on WASH, and create innovative engagement products to maximise the range and impact beyond fundraising of our private sector partners.

Volunteer role purpose

Core to the success of the Innovation and Strategic Engagement team is to create, pilot and establish innovative and market leading engagement routes for our partners. One such route – Winnovators has swiftly developed into WaterAid's employee development challenge for businesses around the world. Teams from our corporate partners compete to solve a challenge from our work, undertake activities to raise funds, and learn and develop new skills and leadership qualities.

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The 2019 programme involved 30 teams from around the world that raised over £180,000 for our work in Colombia, eSwatini, and India. We are welcoming a high number of teams to the programme from our corporate partners from WaterAid member countries: UK, Australia, Canada, Japan, India, Sweden, and United States.

This role will support the Special Projects Officer in the promotion and delivery of the 2020 Winnovators programme. This role will help manage the day-to-day running of Winnovators, managing the key events and touch points throughout the programme, ensuring all teams and their WaterAid partnership key contacts have the support, information and materials they need. The ideal candidate for this role will be interested in communications, fundraising, event planning, and project management.

Accountabilities

Examples of Tasks

- Support in updating copy, design, etc. in relevant programme documents and assets
- Creating email copy for mass communications to range of audiences including corporate partners, internal stakeholders etc.
- Monitoring Winnovators email inbox and responding to enquiries
- Assisting in event planning and general programme logistics
- Supporting the team with ad-hoc administrative tasks
- Participate in team meetings and brainstorming to share ideas
- The role may develop into other areas depending on the length of time the volunteer can commit

Person specification

Relevant Skills and Experience

- Attention to detail
- Efficient and effective at information gathering using a range of sources.
- Excellent, persuasive verbal, written and communication skills.
- Ability to plan own time and work independently, as well as part of a team.
- Advanced IT skills, including Microsoft PowerPoint, Word and Excel.
- Able to complete tasks to a high standard and with minimum supervision
- Commitment to WaterAid's ethos and work.
- We are looking for an enthusiastic individual, with a flexible can-do attitude.
- A strong people person, able to develop relationships with a wide range of individuals.
- Commitment to confidentiality

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Benefits

- Gain insight to and experience of working in a globally recognised international development charity (there are many lunchtime talks, online courses, trainings and events that the volunteer would be welcome to attend)
- Gain experience working in a busy office environment
- Gain knowledge of communications delivery, corporate fundraising, event planning, and project management
- Reasonable travel expenses from within London zones 1-6 and £7.00 towards lunch

Recruitment process

To be considered please email your CV with a cover letter (no more than 1 side of A4) explaining why you think you're suitable for this role to winnovators@wateraid.org

It is important that you include the followings in your cover letter:

- **when you would be able to start**
- **until when** you think you would be able to work with us
- **how many days per week** you could dedicate to this volunteering role.

Closing date: Noon on **Friday 3 January 2020**.

Interviews: to be held on the week starting the 13th of January