



## Fundraising and Affiliations volunteer

Three-month commitment, starting w/c 19<sup>th</sup> September 2011

One day a week

Based in Finsbury Park, London

- ⇒ **Are you passionate about Nicaraguan and Latin American issues?**
- ⇒ **Are you interested in trade union solidarity and have a strategic mindset, research skills coupled with a persuasive writing style and an eye for detail?**
- ⇒ **Do you have some experience in fundraising and the UK trade unions?**

If you answered yes to all these questions, then this might be the role for you!

The Nicaraguan Solidarity Campaign Action Group is looking for a volunteer to support our fundraising and affiliations drive through targeted fundraising research, proposal writing and regular mailings and activities to encourage trade unions affiliations to the NSCAG

The volunteer will work closely with the Trade Union Worker and the Campaigns and Communications Volunteer to produce appealing funding proposal for our partner trade unions in Nicaragua, conduct donor research and keep our affiliations database up to date.

### ABOUT NSC /NSCAG

We are a small not for profit organisation based in London which has worked with trade unions both in the UK and in Nicaragua since the time of the Revolution in 1979.

We work to develop and sustain solidarity links between Nicaraguan and UK trade unions and we do this by:

- Publicising the situation in Nicaragua and building up active support in the UK labour movement and amongst the British people for Nicaraguan progressive organisations;
- Channelling political, material and moral support to partner organisations and communities in Nicaragua;
- Building a solidarity campaign that is national in its scope, unified in its purpose and has organisational links to the UK labour and progressive movements.

### RESPONSIBILITIES OF THE VOLUNTEER:

- Identify and research key projects from the Nicaraguan Trade Unions that could be turned into relevant funding proposals to be presented to UK based and international donors
- Identify key funders and establish contacts with them with the support of the Trade Union Worker
- Assist in the research and write up of clear funding proposals for projects with Nicaraguan Trade Unions
- Update and enhance our affiliates database
- Additional ad-hoc tasks to support the Trade Union Worker

## PERSON SPECIFICATION

### Essential

- Commitment to the aims of NSCAG
- Excellent English writing skills
- Experience of working with trade unions
- Research and analytical skills
- Excellent attention to detail
- Some experience in handling databases
- Ability to use initiative and work well both independently and as part of a team
- Excellent organisational, administrative and time management skills
- Initiative, enthusiasm and a proactive approach
- Excellent IT skills, especially excel and outlook.
- Ability to commit to at least three months volunteering, one day per week.

### Desirable

- Experience in fundraising
- Some knowledge and / or experience on how to build a logical framework
- Spanish language skills (specially reading)
- Knowledge of Nicaragua/Latin America

### Timescale

The placement will be for **three months** (with the possibility of extension). Ideally the volunteer will be able to commit to **one day per week** (or the equivalent hours).

### What we offer:

- Comprehensive induction into the work of NSC / NSCAG
- Support and supervision from NSC and NSCAG staff members
- An exciting and friendly work environment
- The opportunity to learn and develop your fundraising, research and writing skills.
- Work experience in the areas of fundraising and trade unions
- Lunch allowance of £3.50 and travel expenses within the Greater London Area

### How to apply:

Please send to [nscag@nicaraguasc.org.uk](mailto:nscag@nicaraguasc.org.uk) the following:

- ⇒ Updated CV
- ⇒ Cover letter illustrating why do you want to volunteer for NSC / NSCAG and specifying how do you meet the person specification.
- ⇒ Sample of published and / or written work (no longer than two A4 pages)

For more information about our work, please visit:

<http://www.nicaraguasc.org.uk/>

<http://www.nscag.org/>

**Deadline: Wednesday 7<sup>th</sup> September**

**Selection process: w/c 12<sup>th</sup> September**

The selection process will consist of a 40 minutes interview and 30 minutes written/web exercise