



Network Leader Role Description

We are looking for organised, enthusiastic, and friendly volunteer, Volunteer Managers who will support our General Community Volunteers in engaging with their local community about ShelterBox and encouraging fundraising activity across the UK.

The focus of this role will be on arranging meet ups and seeking activities for your Network, bringing ShelterBox volunteers in your area together to create a sense of community and connection to the organisation and each other. This will involve working independently and taking initiative in planning/promoting activities.

The role should take up to **5-8 hours per month** and is key to the work of the Community Fundraising Team and helping to provide the support for volunteers who raise the awareness and income necessary for deployments around the world.

If you wanted to take part in some of the general volunteer activity alongside this role you would be more than welcome to do so but there is absolutely no expectation for you to take on both roles at the same time.

What could I be doing?

- Organising in person or online meet ups for volunteers in your area providing opportunities for volunteers to connect with each other and feel part of a community
- Creating an open line of communication between our volunteer network and the organisation
- Reaching out to community groups in your area to secure talks and activities for volunteers to attend
- Finding and communicating opportunities for volunteers to connect and take on larger projects i.e. Fundraising events, presence at larger local events
- Assisting in delivery of occasional updates or training sessions where required

What experience and skills do I need?

- Passion about the work of ShelterBox and the stories we have to tell
- Ability to actively manage your own diary
- Ability to develop links and opportunities within the local community.
- Either an ability to drive, use public transport or use online meeting platforms such as zoom, to organise and lead networking and skill sharing events for volunteers in your area
- Previous experience in people management/events/networking would be great

What resources will I have to help me in my role?

- A T-Shirt, name-badge, ShelterBox email address, volunteer handbook and other resources
- Training will be provided focussing on volunteer management by our Volunteer Development Manager and an overview of the activities carried out by General Volunteers
- Access to our Volunteer Resource Area where you'll find digital guides, assets and resources for your chosen activity (including the pre-prepared PowerPoint presentation and notes for Speakers)
- Access to an online portal to manage diary and sign up for talks and events in your community
- Buddying and shadowing opportunities with other Network Leaders across the UK
- Support and guidance from a dedicated and passionate team who believe in the importance of volunteers

Your named contact:

Stephanie Good, Volunteer Engagement Officer

Volunteering with ShelterBox

We ask everyone to complete an application form, which is followed up with an informal interview, probably by phone. If you and we both feel it's a suitable role for you, we will take up references and then organise an induction for you. You will receive a Volunteer Handbook, telling you about the policies and procedures you need to know about, including how to claim expenses.

Volunteers provide vital support and are an integral part of the ShelterBox family. We will:

- Send you fortnightly newsletters
- Invite you to join our UK Volunteer Facebook group where you can hear from and connect with other volunteers
- Invite you to attend or view webinars