

## Job Description: Coordinator

The Voice of Domestic Workers is an education and campaigning charity calling for justice for Britain's sixteen thousand overseas domestic workers. We provide educational and community activities for domestic workers including English language, IT, financial literacy, and performing arts classes, trauma counselling, employment advice. We also conduct rescues for domestic workers experiencing abuse.

## What are we looking for?

We need support with the day to day running of our organisation. We have an amazing Director, Board of Trustees and volunteers, but we need help to keep everything behind the scenes running smoothly and ensure that we can continue to grow. We are looking for someone who is organised, can take responsibility for making things happen and work well with our team and members. Ideally, we would like someone confident to support the Trustees writing fundraising applications and reporting back to funders, maintaining good communication with funders and a schedule of reporting deadlines.

We want someone who can work flexibly, as a lot of our work takes place at weekends and around our other commitments. Most of the people involved with the organisation have full time jobs and support us on a freelance or volunteer basis. That flexibility goes both ways: we want someone who can become part of our community and we are here to support the right candidate to make this job work around the other commitments in their life.

## Responsibilities

- Handling office tasks such as gathering data from members, filing, organising meetings, taking minutes of meetings.
- Supporting our Director with the planning and coordination of our weekly training courses, including gathering attendance records.
- Responding to queries from our website and email inbox.
- Keeping in contact with staff, tutors and volunteers to ensure they have everything they need.
- Coordinating the writing of fundraising applications and reporting back to funders - liaising with other members of the organisation to gather the information needed.
- Gathering data for monitoring and evaluation.
- Liaising with our bookkeeper and handling incoming and outgoing invoices, as well as managing employee pensions.
- Managing our online systems in line with GDPR.
- Liaising with our Director, trustees, and partner organisations on campaign work.

- Providing insight to the Director and Board so they can ensure the charity complies with all legal obligations.

## Our requirements

We need someone who understands our community and can contribute towards keeping a safe and secure environment for our members. So as well as experience, we are looking for:

- A commitment to VODW and its objectives.
- A willingness to devote time and effort to our organisation.
- Good communication skills and an ability to work sensitively with trustees, staff and members from diverse cultures and backgrounds.
- Creativity and passion.
- A desire to be proactive and create a positive experience for others.
- An understanding of the importance of maintaining confidentiality to ensure a safe and secure environment for our members; and complying with data protection rules.

Knowledge and experience:

- Knowledge and appreciation of the lives and experiences of Migrant Domestic Workers (MDWs).
- Understanding of word processing, using spreadsheets (experience with Google Drive and Docs/ Sheets is a bonus).
- Understanding of financial processes: sending invoices, liaising with Bookkeeper and accountants.
- Attention to detail.
- Knowledge of or interest to learn about charity fundraising including contributing to fundraising bids and reporting to funders.
- An interest in or interest to learn about policy and campaigns work in the migrants' rights/workers' rights/human rights sector.

## More details

This is a part time role for 3 days per week for one year with the potential to renew (funding dependent). The salary is £28,000 with 25 days per annum plus bank holidays (all pro rata). We can be flexible on which days of the week you work, but there are some set commitments:

- The Board currently meets once every other month, for two hours, usually on the third Sunday of the month. At present the meeting is held remotely but we are hoping to transition back to meeting in Central London.
- The AGM is held in Central London at the end of the financial year, currently March, also on a Sunday.

- In addition, there are other events during the year that staff are encouraged to attend. These include International Domestic Workers Day celebrations and other fundraising events.

## **Apply for this role**

If you are interested in applying for this role, please send a CV and a cover letter telling us a bit more about yourself and why you would like to work with us to [info@thevoiceofdomesticworkers.com](mailto:info@thevoiceofdomesticworkers.com) by **18.00 on 4 July 2022**.

We will hold interviews on Friday 15 July and will advise those invited to interview by the end of 8 July.