



London Churches Refugee Fund Volunteer Role Description (optionally Trustee) Church Support Development Officer

The London Churches Refugee Fund

The London Churches Refugee Fund (LCRF) is a charity set up in response to the needs of organisations meeting together at the London Churches Refugee Network (LCRN), mostly church-based drop-in centres and other front-line agencies working with migrants in the capital.

We launched at Westminster Abbey in June 2007, to raise money to give small grants to organisations assisting asylum-seekers. Our funds are restricted to London-based projects helping those who are destitute. We gave our first grants in October 2007 and up to 2018 have distributed some £200,000 in total, raised from individual donors and churches. Typical uses of our grants by the agencies we support are to pay for travel cards, mobile phone top-ups, hygiene items or food for their clients. In 2017 we had income of £32,000 and we made grants of almost £34,000.

We also provide information on refugee issues through our website and social media, and run an annual speaker meeting, but we are not a campaigning organisation.

LCRF Governance and Management

We currently have six trustees, including our Chair, Revd Chris Brice, plus an honorary treasurer. LCRF employs no staff and currently has no other voluntary assistance so the trustees have to be hands-on and do whatever is needed to run the charity. This includes fundraising, grant-making, organising events and speaking occasionally to churches or other organisations.

Applications for grants continue to increase and we need to grow to meet this demand. Much more could be done if we had additional hands to help with the work! We are therefore looking for volunteers to assist in specific areas of activity: it is not essential that they also act as Trustees, although that option exists for the right individual(s). If that is not the case, the volunteer will report to the trustees and be assigned one trustee as their line manager.

Responsibilities of the role of Church Support Development Officer:

1. The key aim of the role is to expand LCRF's engagement with churches of all denominations, primarily within the London area, and develop our institutional

supporter base. Churches can be considered to be 'supporters' if they do any of the following:

- a. Agree to receive and distribute periodic information about the work of LCRF
 - b. Pray for the work that we do
 - c. Organise local events or collections in aid of LCRF
 - d. Make donations directly to LCRF.
2. Develop contacts with dioceses, synods and other area bodies that can be gatekeepers to churches themselves, offering to send information or make presentations about the work of LCRF and the situation with refugees and asylum seekers in London.
 3. Develop contacts with local churches, with a similar offer.
 4. Make presentations in person to churches or groups within churches (eg young or older people), on invitation by them, to encourage them to become supporters, and develop similar opportunities for trustees to present.
 5. Ensure that information on potential and actual supporters is captured and maintained accurately in conformity with the General Data Protection Regulations.
 6. There is an opportunity for the officer also to become a trustee of LCRF but this is not necessarily part of the role. If not, the volunteer should be willing to attend trustee meetings on an occasional basis (1-2 times per year) as a non-voting participant.

We are seeking someone who has the following:

- Active engagement or a willingness to develop an interest in the relief of destitution among refugees and asylum seekers in London
- Good communication skills, in writing and verbally, and a track record of making effective presentations to groups
- Ability to work collaboratively and flexibly, including the likelihood of some Sunday working
- Ability to work unsupervised to a high standard
- Basic computer literacy and familiarity with word-processing, Powerpoint, email and the internet, and preferably with communication via social media.

Personal qualities:

- A practising Christian, committed to working out your faith through community engagement
- Awareness of, and sensitivity to, issues of equality, diversity and inclusion
- Professional and positive approach, with a commitment to professional development and self-improvement
- Will need to hold a DBS enhanced clearance

Terms of Appointment

- We have no office and the role is home based
- Voluntary role, no fixed term. Appointment may be terminated by either party at any time

- While there is no minimum or maximum hours specification, to make an impact on supporter development is likely to entail a commitment of no less than half a day per week on average
- Presenting to churches may involve some activity on Sundays.

Expenses

Reasonable travel costs within London will be refunded

How to apply

To apply for this role, please send a CV with covering letter to info@help4refugees.co.uk.

Closing date for applications: Friday 1st March 2019

For more information about the charity, see www.help4refugees.co.uk