

## HelpAge International

### Resource Development and Programme support volunteer task list

<b>Volunteer:</b>	Resource Development and Programme support volunteer
<b>Department:</b>	Network, Advocacy, Communications and Campaigns (NACC)
<b>Duration:</b>	Minimum 6 months – one or two days per week
<b>Start Date:</b>	As soon as possible
<b>Location:</b>	London - with the possibility of working from home
<b>Responsible to:</b>	Network, Advocacy, Communications and Campaigns Programme Officer

Do you want to stand up for the rights of older people? **Are you interested in resource development and fundraising**, looking for flexible volunteering that fits in with your existing commitments? If yes - this is a great role for you.

#### Why we want you

Population ageing is an irreversible global trend with far reaching social, political and economic consequences. Rising numbers of older people in every country of the world is one of the triumphs of development over the last century. Better health and education, and poverty reduction, have not reached everybody, but have had a significant impact in raising life expectancy around the world.

HelpAge International is the secretariat to the HelpAge Global Network, which brings together a wide range of organisations and individuals working to promote the rights and meet the needs of older women and men, nationally and/or internationally. At the core of this network are the civil society members, a group of civil society organisations working with older people around the world. These organisations share a vision of a world in which all older people are valued, and lead dignified, healthy and secure lives.

We're looking for an enthusiastic volunteer to join our team to help us to identify potential donors and philanthropic organisations, trusts and foundations, private sector and others to provide financial resources for our work both at all levels – global, regional and national - and working for, with and through our global network of 138 organisations in 83 countries across the world. You will also work closely with individuals in our global NACC team to support the development of concept notes and proposals.

## What you will be doing

### Resource Development

- Conduct research and analysis of institutional donors, private sector (including corporate social responsible opportunities), trusts and foundations, to explore potential match of interests with the funding needs of the NACC team.
- Support the identification of funding opportunities for network members and HelpAge.
- Share relevant information and opportunities with the NACC team, and/or regions and network members.
- Support the team in submission of innovative and high quality proposals.
- Support the NACC team to manage donor networking and liaison.
- Assist with maintaining strong linkages between NACC and HelpAge's three supporting members, HelpAge USA, HelpAge Deutschland and Age International
- Work with NACC Programme Officer to develop and implement a NACC resourcing plan

### Grant management

- Support the team to ensure compliance and understanding of donor terms and conditions, rules etc.
- Update HelpAge database (ADDS) with proposal and contract information.
- Assist the NACC Programme Officer with contractual management and reporting on contracts held by NACC.

### Programme support

- Contribute to the preparation of reports and budgets
- Administrative support

The post holder may be asked to undertake additional tasks, commensurate with status, after consultation and the provision of necessary support and training as appropriate.

## What's in it for you?

You will:

- Gain experience working in an international NGO
- Learn more about and gain practical experience in resource development, international development donors, both multilateral and bilateral, corporate social responsibility, etc.
- Enhance your knowledge about one of the critical global trends of the 21<sup>st</sup> century; population ageing and issues affecting older people
- Meet experts in the field of resource development, human rights and ageing issues and develop new contacts – in London and around the world
- Feel the satisfaction of being part of a global organization collaborating to achieve change for older people.

HelpAge will cover reasonable travel expenses to and from the volunteer's home address within the Greater London area and pay £5.00 to cover the cost of lunch on the days that you work.

## **Desirable skills and qualities**

You have:

- Excellent written communications skills with some experience of writing concept notes and funding proposals
- Some knowledge of key funding issues and donor priorities
- Some understanding of project design, project cycle management log frame development
- Some experience of major bilateral donors, Trusts & Foundations and a wide range of charities
- Great team working and interpersonal skills
- Self-motivated and ability to manage your own time and juggle a wide range of competing demands
- Strong IT skills to include MS Office and digital platforms
- A proactive approach to all areas of work with a 'can do' attitude and a flexible approach to work demands
- Interest in international development, resource development, human rights
- Enthusiasm for HelpAge's aims and are interested in promoting what we do
- Willingness and interest to work with a network focused approach
- Language proficiency beyond English

## **HelpAge International**

HelpAge International's vision is a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. We are the secretariat of the HelpAge global network, bringing together more than 138 members and 200 partners working with older people in over 83 countries.

### **Our vision**

Our vision is a world in which all older people fulfill their potential to lead dignified, active, healthy and secure lives.

### **Our mission**

Our mission is to promote the wellbeing and inclusion of older women and men, and reduce poverty and discrimination in later life.

### **Application details**

Please submit your CV and cover letter explaining your interest and relevant experience in this volunteer role to:

[tanvi.patel@helpage.org](mailto:tanvi.patel@helpage.org)

### **Application deadline**

Friday, 15<sup>th</sup> June