

Job Description

Post Title: Volunteer Researcher/Intern

Accountable to: Link Trustee

Location: Leamington Spa/home working

Contract: 3 days a week

Hours: Flexible

Main Purposes of the Job:

To assist the Religious Orders Project Team by thoroughly researching the background of all religious orders mainly within the UK (some 200+), in order to gain sufficient key information upon which to base successful applications for funding

Scope of Role:

The Volunteer Researcher/Intern will be asked to:

- Research the background to all religious orders including their history, aims, objectives, record of charitable giving, to what causes, key people of influence, decision makers and recommended mode of approach.
- Provide regular progress reports to the Religious Orders Project Team on this work.
- Liaise closely with the Team to understand where real funding opportunities lie which have been identified by Life for funding support and to help identify where each Religious Orders' priorities most closely match.
- Assess the key information Religious Orders will need from Life in order to properly consider our applications.
- Provide input on the drafting of funding applications and other modes of approach by the project team.
- Provide advice to the Team on the priority Orders to concentrate upon, key areas to highlight in individual funding applications, the key people to communicate with and any deadlines for applications.

- In liaison with the Team, provide input for a programme of funding applications to be made by the project team throughout the year.
- Update the project database outlining key facts about each Religious Order and Life's actions to date and outcome of each approach.
- Assist with / advise on the format of Project marketing materials.
- Administrative assistance where necessary and practical, including:
 - filing (hard copy and computer based)
 - photocopying and scanning documents
 - ad hoc support to the project team
 - minuting of Project Team Meetings

Further information:

All reasonable expenses reimbursed.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post holder will perform. The job description will be reviewed regularly and may be changed in light of experience and/or organisational requirements, and in consultation with the post holder.

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Personal skill characteristics	Essential (Tick)	Desirable (Tick)
Experience/Knowledge/Qualifications		
Educated to degree level or equivalent relevant professional qualification	✓	
Excellent research skills and the ability to summarise information succinctly	✓	
Familiar with the Catholic Church and to understand the basic tenets of the faith.	✓	
Knowledge and practical experience of using appropriate IT and commitment to ensuring highly professional standards are maintained.	✓	
Communication		
Communicates effectively and openly at all levels.	✓	
Good verbal and written communication skills.	✓	
Personal Qualities		
Committed to the vision, mission and values of the charity.	✓	
Ability to work with people at all levels.	✓	
Ability to work effectively on own initiative and also as part of a time.	✓	
Handles pressures of meeting targets and deadlines.	✓	
Ability to prioritise and plan work.	✓	