

Volunteer Position: Churches Co-ordinator

Place of work: Home based with the occasional meeting at a Step by Step office in Aldershot

Reporting to: Step by Step Community Fundraiser

Background to the post:

Step by Step is a dynamic local charity, based in Aldershot, which has over 15-years experience in progressing young people from homelessness and the problems associated with it. We provide accommodation and support to young people, mainly aged 16 -25 years. This is achieved through a number of services within Step by Step each with its own specific aims and objectives but within the overall mission of *"empowering homeless people and those facing adversity to achieve their full potential"*. We also promote widespread awareness of the issues involved amongst the local community.

Purpose of Role:

We are supported by many churches from the surrounding areas and therefore there will be a number of volunteers fulfilling this role. Each one will be allocated to a local geographical area e.g. Farnborough, Fleet, Aldershot, Ash, Frimley, Camberley, Sandhurst, Yateley

Working as part of our dedicated team of community fundraising volunteers you will be responsible for;

- ♦ keeping a number of churches within a geographical area up to date with Step by Step's work and their current needs.
- ♦ creating and maintaining a register of contacts and activities undertaken.
- ♦ identifying a member of the church (if there is not one already in place), who will liaise with and champion the work of Step by Step.
- ♦ encouraging the church contact to identify and co-ordinate fundraising activities within their church.
- ♦ giving talks to Churches Together (or equivalent), to encourage new churches to support Step by Step's work.
- ♦ identify improvements to the process of contacting and engaging the local churches and communicate them to the Community Fundraiser.

Key Skills and Attributes Required

- ♦ Good communication and interpersonal skills. Must have the confidence to speak to the churches' contact points and occasionally ministers.
- ♦ Sympathetic to the work that Step by Step is doing and the churches' religious beliefs.
- ♦ Contactable by email and have enough IT experience to manage documentation sent via email.
- ♦ Reliable and able to meet deadlines when appropriate, liaising with and reporting to the Step by Step Community Fundraiser, any outstanding actions that cannot be completed.



Volunteer Profile - Churches Co-ordinator

- ♦ Able to organise your own work and display initiative once direction has been given by the Step by Step Community Fundraiser.
- ♦ Good attention to detail.