

Operational Volunteer Role Description

Thank you for your interest in volunteering with KeshetUK. Our vision is of a world where no one is forced to choose between their LGBT+ and Jewish identity and our mission is to ensure that Jewish LGBT+ people and their families are included throughout Jewish life in the UK. We work with Jewish schools, youth and young adult organisations, synagogues and wider Jewish communal organisations in-order to achieve our mission.

Our Operational Volunteers play an important role in KeshetUK's work. For operational volunteers, there are opportunities that require no previous knowledge of our work and some roles that might be perfect for you if you have certain / flexible skills. Most of our operational are flexible in terms of location and timings.

As an Operational Volunteer, some of the current opportunities include:

- Researching trusts and foundations for funding bids. We would support you with where to look and what for
- Supporting with writing funding bids
- Formally recording feedback that we've received as part of our programme delivery
- Content development for our education programme
- Co-ordinating our events programme such as our Parliamentary reception or presence at Pride in London

What you can gain from volunteering with KeshetUK:

- Training and support to develop your skills
- Meeting new and inspirational people from our community
- Contributing and impacting to the vision of a world where no one is forced to choose between their LGBT+ and Jewish identity
- Flexibility around your commitments
- Knowledge of the Jewish and LGBT+ communities through the diverse people you will meet
- Evidence for future jobs around operational skills, time management, an additional reference

Training & Support Provided:

- All volunteers complete an induction between 1-2 hours, plus training in specific areas if required
- You will be given training in all aspects that KeshetUK believe are necessary for your role
- You will be supported by our Executive Director and our Programme & Volunteer Officer

What we would like you to bring to the role:

- Strong administrative skills
- Reliability
- Good communication skills
- Ability to use your own judgement
- Great at time management
- A commitment to KeshetUK's vision and mission
- An understanding of basic computer skills e.g. filling out surveys, using MS Word etc.
- Knowledge of Salesforce would be advantageous

Current Volunteer Testimonies:

"Volunteering at KeshetUK has been a fantastic way of engaging both my queer and Jewish identities in a productive manner surrounded by warm people of relevant experience. It has been an opportunity to learn and grow with Jewish communities throughout London in a way that I believed I didn't have access to. Excellent all around, I certainly recommend volunteering with these lovely folks."

"It has been a rewarding and educational experience volunteering with KeshetUK. Giving me a chance to contribute to both the Jewish and LGBT+ communities. The working conditions are great and a big thank you to the staff for the training provided and their continued hard work."

"As a KeshetUK volunteer I have gained more knowledge about the breadth of the LGBT+ community and gained confidence working with teenagers and in school settings. It's an incredibly rewarding volunteer role."

References:

We ask volunteers to provide details of a referee for our volunteer roles. This is to help us confirm the identity of our volunteers and to build up a better understanding of them.

Volunteer Expenses:

We believe that no KeshetUK volunteer should find themselves out-of-pocket because of expenses incurred when carrying out their volunteering activities on our behalf. As a volunteer, you can claim out-of-pocket expenses in line with KeshetUK's Volunteer Expenses Policy.

Criminal Record Checks:

We ask all volunteers to fill out a self-disclosure section in our application form. Having a criminal record may not prevent you from volunteering with us, but we will need further conversations. Your staff contact will provide you with further information on this process.

Any questions or want to apply?

Please contact us at volunteers@keshetuk.org or apply at www.keshetuk.org/volunteer.

All KeshetUK volunteers must be 18 years old or above.