General Volunteer Role Description

This role description is designed to give you an idea of what volunteering at the Helena Kennedy Foundation (HKF) will involve. It briefly highlights the commitments, skills, and benefits you can expect from taking up the role.

Role: General Volunteer	**Time Commitment:** • Negotiable to fit in with your other commitments
Who can be involved? • Anyone with an interest in helping a pioneering educational charity • Anyone wanting to gain experience in the charity sector	**How you will do it:** • Based at HKF head offices in Milton Keynes • You will need to be able to travel there
Your main contacts will be: Charity Director	Student Support Manager

What you will be doing: • Administration • Fundraising and research • Events organisation • The amount of each type of task can be negotiated with the charity Director	**Your interests:** • Want to gain work experience with pioneering national charity • Want to work in charity sector • Want to work in an educational charity in the field of tackling social injustice • Want an all round view of how a charity is run
How much it will cost you: • We will cover your travel and food expenses (on production of receipts)	**What skills you will need:** • Hardworking • Committed • Self motivated • Able to work both as part of a team and on your own

Benefits: • Develop a portfolio of skills for career in voluntary sector • Experience responsibility within a national charity, in a supported and encouraging environment • 'Put something back' and help students to get on in their studies and lives • Experience in administration and events organisation which can be relevant to many other fields of employment	**Training and support:** • Guidance through induction training and the Volunteer Handbook • Relevant training in the areas which you are involved in • Complete support from the Director and Student Support Manager • Supervision meetings with the Director

How to apply: • Fill in the application form and e-mail it to rachel@hkf.org.uk. • We will have a chat with you about your application to establish what areas you would like to volunteer in • If you want to discuss the process further then please contact Rachel Watters, Director, on 01908 363453 or by the e-mail address above.	**Websites:** **www.hkf.org.uk** **Address:** Helena Kennedy Foundation The Mansion Bletchley Park Bletchley Milton Keynes MK3 6EB