



Volunteer Schlep 2019 Project Coordinator Job Description

Description:

Schlep is a social action project led by Tzedek, the UK Jewish Community's Response to Extreme Poverty. Schlep's purpose is to raise awareness of the fight to end extreme poverty and raise much needed funds to support Tzedek's work. Schlep challenges participants to take part in a sponsored walk to school or work for just one morning, raising awareness and vital funds that will enable children in Ghana & India to get access to a better education, realise their dreams and break the cycle of poverty.

After three successful years running Schlep within the local Jewish community, Tzedek's aspirations for Schlep in 2019 are to grow the project and its impact within the Jewish community and the public. To achieve this, we are looking for a volunteer to give 1-2 days a week coordinating the project, and work closely with the Tzedek staff on making Schlep a phenomenal success for 2019.

Timeframe: November 2018 to July 2019

Time commitment: Negotiable; ideally 8 hours a week

Location: Remote working with meetings at Tzedek's offices, Golders Green

Equipment needed: A computer workstation or laptop with internet access

Role:

- Coordinate the Schlep Project
- Recruit new schools, work places, institutions, and individuals to participate in Schlep
- Coordinate the logistical aspects of sponsored walks for groups, including the route refreshments
- Ensure the correct risk assessment and liability policies are in place to protect the safety of participants, with a focus on schools
- Oversee the online fundraising process and assisting participants to use it successfully
- Assist Tzedek where appropriate with the process of building Schlep as a brand

Skills:

- Excellent organisational, logistical, communication and interpersonal skills
- Good knowledge of Microsoft Office

Desirable Experience:

- Experience of project management, fundraising, and of stakeholder and relationship management

Management & Support:

This role will be managed by Tzedek's Communications & Fundraising Manager and the successful applicant will also work closely with the Chief Executive and the Education Department. An induction process to Tzedek's systems processes and policies will be undertaken at the beginning of the role.

To Apply:

Please contact Tzedek's Communications & Fundraising Manager Graham via email (graham@tzedek.org) or phone (0203 603 8120) to speak about your suitability for the role, and organise an initial meeting.

The position will be allocated on a rolling basis, as soon as we have a successful applicant.