



ADMINISTRATIVE VOLUNTEER

Job Description

Role: Primarily to assist the Events and Resources Development Manager in their role, across events, fundraising and some other projects as and when they arise.

Duties will include:

1. Assisting in the promotion of events, such as conferences.
2. Assisting with fundraising through research and administrative support.
3. Assisting with the programming of events, such as conferences and fundraisers.
4. Updating our marketing spreadsheets and databases.
5. Participating in other office work as required and appropriate.

Person Specification:

1. Some knowledge of the UK public law and human rights field – this could have been gained academically, or through practical experience as an adviser, for instance.
2. Good written and oral communication skills.
3. Some research skills – for fundraising and programming.
4. Willingness to participate in all tasks within the project as appropriate.
5. The ability to work flexibly and independently in an informal voluntary sector setting.
6. Reliability and honesty.
7. An understanding of and commitment to the aims of PLP and to equal opportunities.

Arrangements

1. Anyone wanting to become an Events and Fundraising Volunteer at PLP must complete an application form which is available to download from our website at: www.publiclawproject.org.uk/volunteers
2. Applications are accepted at any time – though the volunteer placements generally run for 3 – 4 months depending on experience ability and availability of the candidates. Generally PLP has just one volunteer in this position working a minimum of 2 days per week.
3. When a vacancy arises, applicants are shortlisted from those who have applied since the last recruitment. Earlier applications may also be reconsidered.
4. Those shortlisted are asked to attend an interview.
5. Following interview one applicant is selected to fill the available place (using a points system). We may sign post suitable applicants to other volunteer positions in the organisation if appropriate. Where there is more than one candidate clearly able and willing, the unsuccessful (lower scoring applicants on interview) may be offered a place on a waiting list.
6. Volunteers are taken on for an initial period of three months with the possibility of extending that period.