

## **Events and Fundraising Volunteer Person Spec and Job Description**

### **The Public Law Project – who we are and what we do**

The Public Law Project (PLP) is a national legal charity which aims to improve access to public law remedies for those whose access to justice is restricted by poverty or some other form of disadvantage.

Within this broad remit PLP has adopted three main objectives:

- increasing the accountability of public decision-makers;
- enhancing the quality of public decision-making;
- improving access to justice.

Uniquely for an organisation of its kind, PLP undertakes research, policy initiatives, casework and training across the range of public law remedies.

### **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 and fundraising Events.
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 such as working as an adviser.
2. Good written and oral communication skills.
3. Some research skills or experience.
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: <http://www.publiclawproject.org.uk/volunteers.html>
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. 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 signpost 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.

The application form in word format is here:

[http://www.publiclawproject.org.uk/documents/EventsandFundraisingVolunteer\\_application\\_form.doc](http://www.publiclawproject.org.uk/documents/EventsandFundraisingVolunteer_application_form.doc)

The Application form in .pdf format is here:

[http://www.publiclawproject.org.uk/documents/EventsandFundraisingVolunteer\\_application\\_form.pdf](http://www.publiclawproject.org.uk/documents/EventsandFundraisingVolunteer_application_form.pdf)

For any further information please feel free to call the Events and Resources Development Manager Ade Lukes  
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