



## **Burslem Jubilee Project Volunteer Role Specification**

After dangerous journeys, fleeing from war or persecution asylum seekers and refugees are sent or come to Stoke on Trent with few resources and are strangers in a strange land. At the Burslem Jubilee Project we are a helping hand and friend to help them settle into their new come.

We support their mental and physical well-being by providing English language classes and other education so that they can become skilled in managing in a strange culture. We provide social and leisure activities to help their integration within and for the benefit of the wider community.

We have fantastic volunteers who support us in a wide variety of ways, some working with our clients directly, others not. But all are important to our mission. We are looking for people to help us to make immense changes for people.

### **Funding Officer**

This is a behind the scenes yet vital role as BJP cannot operate without funds to support the work that our volunteers do.

### **Role**

- To identify suitable sources of grant or statutory funding.
- To prepare funding applications for projects, core funding and elements of projects.
- To keep up to date with funding best practice.
- To prepare data on progress of funding applications to report to the trustees.
- To work with other volunteers in collecting data necessary for funding applications.

### **Skills / Experience / Aptitudes**

- Good written communication skills.
- Structured and methodical.
- Able to use word processor, spread sheets and email packages.
- Sympathy with the aims and objectives of BJP.

### **Notes**

- This rôle can done at home or at BJP's office (see below).
- Full training can be given.
- Expenses can be claimed.
- For more information or an informal chat contact Sheila Podmore on 07958 250281 or [pody38@yahoo.com](mailto:pody38@yahoo.com).