

BME Community Services (BMECS)

Volunteering Opportunities

We are looking for people to help us raise funds or through working with us (help in kind) to push our work forward. You can volunteer a bit of your time to raise money for BMECS and make a real difference to the lives of vulnerable and isolated ethnic minorityⁱ families, children and young people (newly arrived or settled). Volunteers can organise events, help at one of ours or offer their professional time in our offices in Worthing and/or Littlehampton. Either way, you are bound to have a great time and feel good about making a worthwhile contribution to our work.

The volunteer positions below are open to any person that supports the cause of BME Community Services and wants to be part of a small caring team of people either to develop the fundraising management skills or share the expertise from their job past or present. Amongst other support we are looking to fill the following volunteering positions.

1. Volunteer Fundraising Director

We are looking for an enthusiastic individual to lead a team that will maximise the generation of funds for BMECS Core and project funding. The successful candidate will be a strong negotiator and supportive team member with proven success in developing and managing one to one relationships at all levels. Experience working with the business sector with a robust knowledge of the corporate sector and corporate social responsibility will be an added advantage. Responsibilities include:

- Develop new funding sources and maintain relationships
- Generate increased income from existing sources
- Identify and research potential funding opportunities
- Develop proposals for projects that could attract new funding
- Establish links with other voluntary and statutory bodies

2. Fundraising Volunteer X 2 (1 X Private & individual, 1 X Events)

A talented and creative fundraising or marketing person is required to deliver a fundraising programme primarily from private businesses and individual donors, and events to support the exciting and important work of BME Community Services. You will be a dynamic and motivated individual with outstanding communication skills. Duties will include:

- To come up with fundraising ideas and organise such events
- To identify, engage and develop relationships with new fundraising supporters' especially local private businesses and individuals.

- To work across West Sussex, ensuring that agreed activity plans and income targets are achieved, whilst maintaining expenditure within budget.
- To be fully aware of relevant national, regional and local strategies, opportunities, policies and procedures, and adhere to them.
- To collaborate with colleagues and other organisations to identify and exploit joint fundraising initiatives.

3. Fundraising Volunteer (Trusts and Corporate)

A talented and creative fundraising or marketing person is required to deliver a fundraising strategy by establishing and maintaining excellent corporate and trust grant making bodies and statutory organisations to support the exciting and important work of BME Community Services. You will be a dynamic and motivated individual with outstanding communication skills. This role includes:

- To research Trusts and Corporate sources to be approached for funding
- To assist with preparing Trust and Corporate applications and mailings
- To assist with ongoing account management such as collating information for funders and creating relevant documentation
- To ensure donor records on the fundraising database are accurate and current
- To maintain fundraising including filing, databases, response handling and mailings
- Manage and co-ordinate donor communications including direct mail appeals and assist with major donor funding proposals

4. Policy Development Officer

This Policy Development Officer will contribute to BMECS' policy development work and provide support for networks. The post holder will also be required to deliver a series of information resources sessions to increase the capacity of the ethnic minority communities, voluntary and community sector to participate fully in community planning and to develop support for networks and mainstream services:

- To identify and, where appropriate, organise opportunities for ethnic minority people to initiate or respond to consultations on specific issues.
- To keep abreast of social policy trends of relevance to the ethnic minority community people and undertake policy analysis as appropriate.

- To assist in and respond to consultations from the statutory sector and other mainstream organisations to inform the policy development role of BMECS as an effective voice for the ethnic minority communities in West Sussex and the south east region.
- To represent BMECS as appropriate on outside bodies, working groups and other bodies.

5. Diverse Cultures Youth Coordinator/Coach (2-3)

We are looking for enthusiastic people. Committed to both games and practices youth games to work with young people especially boys from ethnic minority communities including refugees and asylum seekers. This role involves maintaining high expectation of themselves and the children/youth involved in the program. Positive role models for boys' especially discouraging mob psychology, alcohol abuse and gun/knife culture, and using encouraging methods empowering and giving hope to young people:

This role will involve:

- **Being a leader** - the best leaders are friends with respect. By being a friend to low esteem/low income family ethnic minority children/youth you will show them that they are valuable to you and society in general.
- **Being a role model and mentor** - to teach and model not only good sports abilities, and life skills, but also character. Through programs such as the sports leagues, youth/children will develop relationships with a network of caring adults. The most important role that a coach can play is to be one piece of a youth or child's support system.
- **Being able to monitor** - each coordinator/coach do his or her part to enforce all of the BMECS youth and team rules in order to maintain a structured learning environment that is both emotionally and physically safe.
- **Communication and liaison** - coordinator/coaches will maintain a high level of communication between each other, participants, parents, the education system, youth service and the other relevant organisations.
- **Management and Administration** - collectively they will maintain a membership database, research sources of funding, write funding applications and ensure participation in regional activities.

ⁱ Our reference to 'Black and Minority Ethnic' 'BME' or 'Ethnic Minority' refers to an umbrella term, covering all the characteristics of a 'racial group', as well as the religious and cultural bonds that are seen as defining Africans, Muslims, Rastafarians and other groups that may not have formal protection under the Race Relations Act. Someone who is said to belong to an 'ethnic minority' is therefore anyone who would tick any box other than 'White British' box in response to an ethnicity question on a census form.

Our Service does not discriminate on who accesses it but will not impose on anyone who does not need it, where necessary we will make mutual referrals with other services.