

# Volunteer Role Descriptions



## Volunteer Speaker

Our team of confident public speakers deliver Embrace talks and sermons to churches and groups throughout the country. We'll provide you with all the resources you might need, and you'll also have the opportunity to attend Embrace volunteer training days, enabling you to speak with confidence on any aspect of our work. And of course you'll always be fully supported at all times by your [Regional Manager](#). You'll also be invited to an annual Volunteer Support Day either locally or in the Amersham office.

### What is the purpose of this volunteer role?

- To proactively find opportunities to speak about the work of Embrace to churches and other groups.
- To fulfil speaking requests received by the Embrace the Middle East office.

### What are the main tasks?

- Deliver presentations, with or without multimedia, to churches or groups.
- Inform the Regional Manager of all engagements.
- Maintain good and up-to-date knowledge of Embrace the Middle East's partners, campaigns and priorities, using the information resource packs provided and other Embrace literature.
- Distribute publicity materials.
- Distribute and collect gift aid envelopes where appropriate.
- Bank money and submit all supporting materials to the Amersham office for processing, in accordance with [Embrace guidelines](#)

### Are there any prerequisites for this role?

- The ability to speak with passion and confidence in public.
- A commitment to learning and maintaining up-to-date knowledge about the Middle East, Embrace, and especially the incredible work of Embrace's Christian partners.
- A willingness to attend Embrace training days.
- Two references.
- Confidence in using presentation tools such as Powerpoint is useful, but not essential.

### How long are you signed up for?

- That's entirely up to you, though we do ask for an initial commitment of one year.

## **Head Office Volunteer**

We need volunteers for our Amersham office ideally with an interest in the Middle East and International Development who would like to use their skills to support our Partners' life changing work, whilst enhancing their own knowledge and understanding.

### **What are the main tasks?**

This will depend on the needs of the office though we will always try to match your skills and interests to the task. Tasks may include but will not necessarily be limited to:

- Undertake general administrative duties such as photocopying, filing and data inputting
- Dealing with incoming and outgoing post, including franking for mail-outs
- Hospitality and greeting visitors
- Dealing with general correspondence and telephone enquiries

### **Are there any prerequisites for this role?**

- Enthusiasm.
- The ability to work as part of a team.
- Basic IT skills
- Good level of written and spoken English
- Good organisational skills
- Two references.

### **How long are you signed up for?**

- Hours and length of commitment are entirely up to you.

### **Management.**

- You will be managed by the Office Manager

## Events Volunteer

We need friendly and enthusiastic people to represent Embrace at various events throughout the country. Some of these will be organised by Embrace (our Annual Lecture in London, for example), while others are national events at which Embrace exhibits, such as New Wine and Greenbelt.

You'll work with our events team and/or one of our Regional Managers, who will ensure that you've got everything you need to fulfil your role

### What are the main tasks?

The type of tasks or responsibilities you might have as an Events volunteer can vary widely, depending on the type of event and the nature of our involvement. In every case, you will be well-briefed by our events team beforehand, and of course we'll be on hand to support you throughout the event. A willingness to work as part of a team is essential for this role, while other responsibilities may include:

- Assisting with the organisation and/or set-up for the event
- Promoting Embrace's campaigns and the incredible work of our Christian partners in the Middle East to the general public
- Distributing publicity materials
- Distributing and collecting gift aid envelopes
- Counting money
- Selling products from our fantastic Embrace [online shop](#)

### Are there any prerequisites for this role?

- Enthusiasm
- The ability to work as part of a team
- Two references
- A willingness to attend Embrace training days

### How long are you signed up for?

- That's entirely up to you, though we do ask for an initial commitment of one event in a year

## **Embrace Ambassador**

Are you passionate about helping people across the Middle East escape poverty and injustice? Would you like to help your church support the incredible work of Embrace's Christian partners through prayer and fundraising? If your answer to these questions is 'yes', we'd love to have you join our growing network of Embrace Ambassadors! Our Regional Managers will be on hand to support you throughout; they'll answer any questions you have, support any fundraising events your church organises and provide you with all the necessary resources you'll need.

You'll also be invited to an annual Volunteer Support Day either locally or in the Amersham office.

### **The purpose of this role**

- Embrace Ambassadors are passionate supporters who enthuse and encourage others in their church or organisation to get involved through prayer and fundraising

### **What are the main tasks?**

As an Embrace Ambassador, you can choose to do as much or as little as you wish, and as your circumstances allow. As a minimum, we would ask that you receive Embrace information and literature on behalf of your church and circulate them appropriately (we can provide additional copies of all our literature as required). Other tasks might include:

- Promoting the Embrace prayer diary and including it in the prayer life of your church.
- Arranging and facilitating the visit of an Embrace speaker
- Promoting and facilitating the use of Embrace seasonal church resources, including of course our famous Bethlehem carol sheets!
- Encouraging others within your church or group to give financially in response to appeals or as regular donors
- Other fundraising opportunities specific to your own church or group's context – feel free to let your imagination run wild!

### **Are there any prerequisites for this role?**

- The agreement of your church's senior minister or group leader
- A willingness to attend Embrace training or support days

### **How long are you signed up for?**

- That's entirely up to you, though we do ask for an initial commitment of one year

## **Community Fundraiser**

In order to support the life changing work of our Christian partners in the Middle East we need enthusiastic people to raise funds for us in their local communities by organising coffee mornings, fundraising dinners, sponsored events, even sitting in baths of baked beans if that's your thing!

Our Regional Managers will be on hand to support you throughout, answering any questions you might have, and providing you with all the necessary Embrace resources you'll need.

You'll also be invited to an annual Volunteer Support Day either locally or in the Amersham office.

### **What are the main tasks?**

- To organise your local event
- Recruit all the necessary volunteers needed to help
- Distribute Embrace literature and display materials where appropriate
- Count all monies
- Distribute and collect gift aid envelopes where appropriate
- Forward all proceeds to Embrace in accordance with Embrace guidelines

### **Are there any prerequisites for this role?**

- Two references
- A willingness to attend an annual volunteer support day

### **How long will you be signed up for?**

- That's entirely up to you, though we do ask for an initial commitment of one year.