

Volunteer Role Description

Solace Women’s Aid supports women and children in London to build safe lives and strong futures, free from domestic and sexual violence and abuse.

Role Title	Business Development Admin Volunteer
Service	Business Development Team
Work Place Supervisor	Fundraising Development Manager
Location	Islington, Blenheim Court
Commitment	Negotiable (1 day or ½ day a week)
Duration	Ongoing
Role Description	<p>The Business Development Team are looking for support within their team to ensure best lines of communication and support are provided to the partners we work for. The Admin volunteer would help us keep up to date with contacts and research to forge new partnerships across London.</p> <p>You would help support Fundraising, Communications, Partnerships and Training, all within the Business Development Team. This team is a fast growing, exciting team at Solace supporting income generation for the whole of Solace. You will have the chance to work in an office environment and develop new skills within the team as well as access to Solace’s excellent training.</p> <p>If you have any question please get in touch.</p>
Benefits to the volunteer	<p>The volunteer will work in a new team, learning new skills to help support and grow a small, fast moving team.</p> <p>Be a valued part of a work environment, contributing to the growth and development of Solace to support more and more women and children every year.</p>
Skills and Qualifications Required	<ul style="list-style-type: none"> • Research • Computer based; including excel, word and database experience desirable • Independent working
Training Opportunities	Volunteers will be able to access Solace Women’s Aid’s induction and internal volunteer training programme. Full support will be given to help volunteers understand and carry out any aspect of the role as appropriate.
Expenses	As per our Volunteer Policy we will reimburse reasonable travel and lunch expenses. Travel expenses will be reimbursed at a maximum of £10 a day. Agreed lunch expenses up to a maximum of £3.50 will be reimbursed for those volunteering for over 6 hours in a single day.
Lived Experience	Whilst we fully recognise the value of lived experience, Solace will not accept a women into a volunteering role unless they have been without their own support from services for a period of two years, as this may negatively

	disrupt their own recovery journey. Any woman who is actively receiving support from Solace or another domestic abuse service will be offered alternative ways to support the organisation, such as the service user engagement activities.
For more information contact	Volunteer Coordinator Email: volunteering@solacewomensaid.org Call: 020 3795 9220