



Women for Women International – UK

Student Society: Founder & President

Working hours: Part-time

Start Date: Hours flexible over summer, main role will start mid-August

End Date: May/June 2012

Salary: Volunteer position

Women for Women International (WfWI) provides women survivors of war, civil strife and other conflicts with the tools and resources to move from crisis and poverty to stability and self-sufficiency, thereby promoting viable civil societies. WfWI provide financial and emotional support, jobs and business skills training and rights and leadership education.

Our philosophy is that when women are well, sustain and income, are decision-makers, and have strong social networks and safety-nets, they are in a much stronger position to advocate for their rights. One woman can change anything, many women can change everything.

Women for Women International started in 1993, the UK office has been running since 2006 - for more information please visit our website www.womenforwomen.org.uk

Job Purpose

A Student Society Founder & President will be responsible for creating and heading the Women for Women International Society in his/her own university. This role will be responsible for building Women for Women International UK's supporter base in their university, through organising events and fundraisers. Promoting and participating in Women for Women International's national and global campaigns.

Job Description

- Found a Women for Women International (WfWI) Society.
- Elect and manage society board members, e.g. Treasurer, Secretary, PR Coordinator, Volunteer Coordinator.
- Build WfWI's student supporter base by organising innovative and creative events.
- Build relationships and collaborate with relevant university societies to promote WfWI's cause.
- Host regular meetings with society board members, to discuss plans and progress.
- Monthly feedback to the Grassroots Campaigns Officer at the WfWI office.
- Keep records of all contacts created, events organised, further printed materials.

Women for Women International UK
32-36 Loman Street, London SE1 0EH
www.womenforwomen.org.uk

Afghanistan, Bosnia & Herzegovina, Democratic Republic of the Congo, Iraq, Kosovo, Nigeria, Rwanda, Sudan
Charity Registration No: 1115109 Company Registration No: 05650155

- Liaise closely with student union, complying by their rules and regulations, and staying informed of all events and activities organised through them. You will make full use of the union's services and opportunities.
- Attend the induction day in London with other University Society Executives, planned for early September.
- Oversee maintenance of the society's Facebook group and social media.

Person Specification

Essential

- Excellent organisational and administrative skills: Experience of filing, keeping records, making spreadsheets. Proficient use of MS Office.
- Experience of active participation in a student society or club.
- Ability to take own initiative, think creatively and innovatively and work well in a team.
- Excellent communication and leadership skills – you will be friendly and enthusiastic, and will enjoy interacting with people from different cultural backgrounds.
- Strong commitment to WfWI's aims and principles.

Desirable

- Events planning and fundraising experience
- Experience of working in one or more of WfWI's program countries
- Expertise in Conflict and Gender issues within the context of International Development
- Experience of desktop publishing software, e.g. MS Publisher, Power Point, Photoshop.

To apply, please fill out and send the application form provided along with your C.V., to Sarah Haynes, Grassroots Campaigns Officer to students@womenforwomen.org

Closing date is Friday 10th June. We will unfortunately not be able to consider applications submitted past this date.

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