

**Community Sharing Sessional Worker – Role Description**

**maNGOma** (Mutual Assistance for Mutual Advantage for NGOs) is a registered charity that works to support the development of community organisations overseas.

We believe that the needs of vulnerable and disadvantaged people across the world are best identified and met by their local communities, led by their non-governmental organisations (NGOs).

maNGOma‘s role is to help make this happen through fundraising, business development support and the facilitation of knowledge and experience sharing between NGOs around the world (including NGOs within the UK).

maNGOma has an exciting temporary role for a community-minded individual who has excellent inter-personal skills and is passionate about creating social change.

**Hours:** 60 over 6 months (approximately 10 hours per month)on a self-employed basis at £15 per hour (project will need to be completed by October 2018).

**Responsible to:** Trustees and Fundraising and Development Volunteers

**Aim:** To develop an interactive community “knowledge sharing” facility of maNGOma’s website on which Norfolk voluntary organisations will be able to share with each other, and with NGOs doing similar work overseas, information, images, best practice and innovation about their services.

**Role will require:**

* identifying community skills, assets, issues and needs
* building links with community groups and organisations
* helping to raise public awareness on issues relevant to the community
* encouraging local organisations to be engaged with the project
* preparing blogs for website and publicity literature
* liaising with interested groups and individuals
* planning, attending and coordinating meetings and events
* overseeing the management of a limited budget
* encouraging participation in activities
* project monitoring and evaluation
* general administrative duties
* any other activities required by the trustees or maNGOma volunteers relevant to the role

**Applications:**

Please email an up-to-date CV and a one page (A4) explanation of how you would approach the role to office@mangoma.org by **Friday 6th April**. Interviews are likely to be held on Friday 13th April. If you would like to discuss the role please call Steve on 07719215350.