



VRF Volunteer, November 2017

St Martin-in-the-Fields Charity

The St Martin-in-the-Fields Charity helps homeless and vulnerably housed people. We are best known for our annual BBC Radio 4 Christmas Appeal with St Martin- in-the-Fields. The money we raise directly supports people through The Connection at St Martin-in-the-Fields and across the UK through the Vicar's Relief Fund (VRF) and the Frontline Network.

The Vicar's Relief Fund (VRF)

The VRF provides small crisis grants of up to £350 to support people who are at risk of, or currently experiencing homelessness or vulnerable housing, to establish and maintain their tenancies. Types of applications include funding to secure accommodation and to clear rent arrears following an eviction notice. The VRF aims to support those individuals across the UK who need help with:

We will provide grants for:

- Accessing accommodation – Rent deposits, rent in advance, admin fees, ID, or temporary accommodation costs.
- Preventing eviction – Rent arrears, service charge arrears, Debt Relief Orders and bankruptcy fees or money to pay for a hoarding clean up.
- Setting up home – Household goods or moving costs.

Role title – VRF Volunteer

Responsible to – Vicar's Relief Fund Officer

Role objectives - Supporting VRF with office tasks and at occasional events.



Tasks and activities to be undertaken:

- Supporting the charity's grantmaking team with administration tasks
- Emailing grant receiving agencies
- Updating the online Flexi-Grant database
- Other ad hoc office-based tasks

There may be opportunities to support the charity's Frontline Network by

assisting with events and administrative tasks or to support the charity's fundraising team with administration tasks such as updating the supporter database.

Desirable skills / experience

- Confident with databases, MS Office, and Outlook.
- Good standard of written and spoken English.
- Willingness to learn and to chip in as the need arises.
- An interest in the homelessness support sector.

Other information

Based at: St Martin-in-the-Fields, Trafalgar Square, London. It's a great place to work – great music, great people and never a day passes when something of note seems to happen.

Volunteer hours: The office is open 9am to 5pm Mondays to Fridays and there are occasionally evening or weekend events. Ideally, we would like volunteers to be available for at least 4 hours per week.

Office culture: We are a friendly, informal workplace. It is a small team and often need to chip in to help each other with tasks eg. during the annual Christmas appeal.

Expenses: We pay travel expenses for cycling or on public transport in zones 1-6 in London.

DBS: After recruitment, we will undertake a DBS check on volunteers.

How to apply

Send your CV and a statement of no more than one page explaining:

- why you are applying for the role
- what you would like to get from volunteering with VRF
- what you would bring to VRF
- whether you can commit to volunteering regularly for at least 4 months

You will also need to provide contact details for two referees. Referees will not, of course, be contacted without your prior consent.

Timetable

Please email applications to hr@smitf.org by the deadline of 9am Monday 20 November 2017. Interviews will be held on Wednesday 29 November 2017

