



|  |
| --- |
| April 2015 |
| **Can you help One World Week find national volunteers or a Co-ordinator?**  **One World Week is changing the way it operates. We are becoming a virtual organisation which will allow us to continue to deliver OWW.** |
| However, we need your support to achieve this by assisting with recruitment of volunteers and a National Volunteer Coordinator, as well as continuing your financial contributions.  This is your chance to shape the future of One World Week and provide invaluable support to the trustee team.  **Thank you for all your feedback late last year. It was fantastic to hear that so many of you value One World Week for its ability to bring people together to make a more just and fair world.**  In addition, Action Aid, Cafod and Global Justice Now have all contributed emergency funding. This is enabling us to run OWW 2015 and to trial a transformation of OWW into a virtual organisation, operating through our website, mainly with the help of volunteers. Accordingly, we shall close the office at the end of April. Mina’s post will become redundant from the end of May. Christian Aid is kindly calling a meeting of our Partners to consider together whether and how they might provide practical sustainable support for this new strategy.  **We have two key areas that continue to need your support:**  1. To help us find volunteers to do specific pieces of work and an executive officer to co-ordinate the work of volunteers and to carry out some of the work that the Trustees are currently doing.  2. To continue, or ideally to increase, your financial support to sustain OWW by enabling us to continue to run the website and to be able to employ a CEO. Your donations remain a key part of the funding for One World Week’s work.  **Paid and Volunteer One World Week roles**  Can you help One World Week find national volunteers or a Co-ordinator? As a OWW supporter already, could you consider taking on any of these roles yourself?  **The National Coordinator**  The National Coordinator will coordinate the volunteer team. It is a flexible one day a week role which can be home based, with the potential of a hot-desk at a partner organisation. The role will also involve maintaining the Supporters’ Database and basic accounts. This role is for approximately 6 months to begin with.  **Volunteer roles**  We have a wide variety of volunteer roles for anyone willing to give the occasional bit of time to One World Week. Volunteers will ensure that the work the charity carries out is possible and will provide invaluable support to the trustee team. They can work from home or possibly hot-desk from a partner organisation office.   |  |  |  | | --- | --- | --- | | **Volunteer Role** | **Tasks** | **Frequency** | | Theme Design | Finalise theme/strapline/image in consultation with Trustees/partners, in line with the European Global Education Week Network. Write up summary for website. | Spring - several days | | Publicity | Commission explanatory publicity (incl. leaflet). Organise leaflet/poster design & web-distribution. | Spring - several days | | OWW resources team | Commission/oversee OWW resources, incl. OWW service, quotes, pledges, local press release. | Spring/Summer – few days | | External resources | Identify external resources to inspire and inform event organisers. Obtain permission to adapt/link from our website. | Spring/Summer – several days | | Website team | Monitor/update OWW website. Several discrete tasks can be identified (e.g.: campaign updates, enter events, put up resources, add news items). Analyse web stats. | Several hours a week, peak September | | Social Media | Build/maintain a Social Media presence. Linked to the website activity. | An hour/week | | National OWW meetings | Arrange national partner meetings — consulting with Trustees and partners on dates, venue, agenda, writing minutes. | 2-3 times/year | | Evaluation of OWW | Update Evaluation Form. Gather forms and photos from event organisers, log results, write summary report. | Autumn — several days | | Fundraising | Fundraising — monitoring opportunities and acting upon them, in conjunction with Trustees. | Few days/month | | Trustee or Advisor | Member of Board of Trustees/Advisors plan & implement strategy, maintain the charity, oversee activities & reports. | Few hours/month |   **Personal specifications**  **Essential:**   * Share OWW’s aims, mission and values ([**see website page**](http://www.oneworldweek.org/v2/our-vision.html)). * Computer literate. Good communication skills. Able to meet deadlines. * Team work whilst working in isolation — at home or hot-desking in someone else’s office!   **Desirable:**   * Experience of having helped to organise or having attended past OWW events. * Social media skills. Sense of humour.   **For further information, to express an interest or to apply by 20 April, please contact us ASAP on**[**oww@oneworldweek.org**](mailto:oww@oneworldweek.org)**or ring Ingrid on 07976 267367 or Sarah on 02392 582140.**  **Coming soon on the website: more about the 2015 theme  “HOPE IN ACTION” “Inspiring a culture of hope to build a more equal and peaceful world”**  http://www.oneworldweek.org/v2/uploads/Newsletters/Newsletter2012/newsletteroct-11address.jpg  And, finally — we still have some useful OWW Handbooks “Piecing Together One World” looking for a home. Please get in touch urgently if you would like some (you can see the pdf on the website first + donations towards postage appreciated).  One World Week has exciting opportunities. Let’s move forward together,  *Ingrid, Jonaid, Sarah, Sebastian (OWW Board of Trustees/Advisors)*  We are grateful to all who work with us, helping via grants, resources, publicity or advice: |
| Our Partners:  http://www.oneworldweek.org/v2/uploads/Newsletters/Newsletters_2015/footerlogos.jpg  OWW is a member of:  http://www.oneworldweek.org/v2/uploads/Newsletters/Newsletters_2014/newsletteroct-memberlogos.jpg |