

## Volunteering Roles 2008

Role title	Role description	Times needed	Skills required
<b>Database design and data entry– LIFT project</b>	The LIFT programme will be providing business support to over 120 BME third sector organisations during the lifetime of the project. There will be a large amount of information gained from these organisations which needs to be recorded. We need someone who can develop our Microsoft Access database past its basic format and work with us to make sure that the information is easily retrieved. This is not purely an Access technical exercise, it will also be working and understanding the needs of a third sector organisation, and gaining insight into the BME third sector in the West Midlands.	Working times are flexible within the hours of Mon to Fri, 9am to 6pm.	Microsoft Access skills are required.
<b>Event management experience – LIFT project</b>	The LIFT programme will provide business support to over 120 BME third sector organisations during the lifetime of the project. Brap are currently organising LIFT's official launch on January 28 <sup>th</sup> 2009 (9:30am to 1pm). This position is open to anyone interested in events management and would like to help out with a "live" project. The volunteer would help support the LIFT team in planning this event, marketing it and helping out on the day, so you must be free on the launch date.	Working times are flexible within the hours of Mon to Fri, 9am to 6pm.	Events management experience is not necessary, but you should be able to demonstrate administrative and organisational skills.
<b>Funding and policy database coordinator – LIFT project</b>	LIFT provides business advice to BME third sector organisations and one of the ways we do this is by providing fundraising and policy information. Grants available to these organisations are vast and sometimes difficult to find. We would like someone to research into grants available to this sector, and to create and maintain a database of these funds. We also send out a monthly e-bulletin that provides up-to-the-minute, relevant information to BME third sector organisations, including policy briefings, funding opportunities and other relevant opportunities.	Working times are flexible within the hours of Mon to Fri, 9am to 6pm.	This post would be suitable for someone with research skills and an interest in the BME third sector.