



Join us in our mission and help us make a meaningful difference in the lives of those we serve

Volunteer Role Description

Role:	Operational and Development Volunteer
Responsible to:	Chair of Operation Committee
Hours Available:	Flexible (to meet the needs of the organisation)
Purpose:	We are looking for passionate and proactive individuals to join our Operational and Development Committee. This committee is crucial to ensuring that our organisation runs efficiently and effectively, while also focusing on strategic growth and development. As a volunteer, you will collaborate in a team to improve our operational processes and enhance organisational capacity to achieve our mission.

Summary of Duties:

- Assist in evaluating and improving existing operational processes and systems.
- Contribute to the development and implementation of strategic initiatives that drive organisational growth.
- Participate in research and analysis to identify potential and partnerships.
- Support the preparation of grant proposals, reports, and evaluation metrics.
- Collaborate with others to align operational activities with organisational goals.
- Attend committee meetings regularly and contribute ideas and feedback on ongoing projects.

What we are seeking:

- Strong interest in organisational development and operational excellence.
- Excellent analytical, problem-solving, and organisational skills.
- Experience in nonprofit operations, project management, or strategic planning.
- Effective communication skills, both written and verbal.
- Ability to work collaboratively in a team-oriented environment.
- Commitment to our mission and an understanding of the challenges we face
- DBS disclosure is required.

How to Apply: If you are interested in joining our operation committee, please send your resume and a brief cover letter to walsallcommunityassociation@outlook.com . We welcome volunteers from all backgrounds and look forward to hearing from you!