

Volunteer Brief



Title: Campusalam Volunteer

Project: Campusalam

Responsible to: Campusalam Project Manager

Responsible for: No direct reports

Location: Kensington, London (nearest Tube: High Street Kensington)

Status: Minimum of 4 weeks desired (14-21 hours a week), starting at the earliest opportunity

To Apply: Send CV and brief cover letter explaining how you fit the Person Specification to Jonathan Smith at js@lokahi.org.uk . For more information, please call 0207 7795 4191.

Main purpose of the role

The Campusalam Project provides resources and support for UK university students to take the lead in critical discussion and activism on issues they face on campus, particularly in matters of their faith. The project is building its capacity in order to support a broader base of students with fresh multimedia content and tailored support to meet their needs.

In order to meet increased demand, Campusalam is offering a volunteer programme for students and recent graduates interested in working with charities who want to build upon specific skills in online media, social networking, video editing and event management.

Main Responsibilities

Volunteers should have expertise in at least one of the following areas.

1. Video Editing: Editing video of student activities and events on campus into clips to be shared online through YouTube and other video sites.
2. Toolkit Creation: Adapting website resources on communication skills and event organising into downloadable toolkits that can be easily used by university students.
3. Monitoring and Reporting: Keeping up to date with events and issues specific to campuses and composing a weekly reporting brief.
4. Event Management: Supporting student partners in organising and running on-camps events.
5. Social networking: Sharing videos and pictures online using social networking marketing tools.

Working Relationships and Contacts

You will work alongside the Campusalam Project Coordinators and report to the Project Manager.

Dimensions and Scope

Although primary responsibility lies with the Campusalam Project, from time to time you may be asked to assist with other Lokahi Foundation Projects. It is not anticipated that you will be responsible for any staff; however, should there be any events or conferences you may be given responsibility for other non-Lokahi volunteers and specific means of work.

General Responsibilities

1. Keeping a workplan of activities and monitoring progress.
2. Participating in Campusalam Team meetings.
3. Attending Campusalam events and related events when needed.
4. Other duties as requested by management.

Summary of Salary and Benefits

1. Travel expenses incurred during your work with Lokahi Foundation.
2. Reasonable transportation expenses from your home to the office.
3. Lunch reimbursements for up to £5 per day on days working in the office.
4. Any other expenses incurred that are agreed in advance.

Skills Gained

This position will strengthen your skills in communication, copywriting and editing, digital content management and online social networking, while working in the dynamic and diverse environment of a close-knit charity.

About Campusalam and the Lokahi Foundation

The Campusalam Project was started by the Lokahi Foundation. The Lokahi Foundation is a non-profit, social impact charity that was founded in 2005 by Professor Gwen Griffith-Dickson in order to enrich society and enable it to embrace community and religious diversity with respect and understanding. The charity pioneers projects with measurable impact, and the result is lasting social change. Its rigorous research probes the foundations of faiths, beliefs and values, and the outcome is an informed and insightful public.

Since 2008, [Campusalam](http://www.campusalam.org) has been supporting UK university students of faith and university staff with resources, skills and advice on contributing to positive change on campus. The first phase of the project comprised three years of working with students, student societies and staff across 30 campuses to address unique challenges faced by Muslim students. We created an [online skills toolbox](#) of over 300 pages, supported innovative student-led events including public debates and [comedy shows](#) attended by hundreds of students, and delivered trainings on a student-led method for problem-solving called [FlashPODs](#) to 90 student leaders from 30 campuses. For more information, visit www.campusalam.org. The Lokahi Foundation creates and delivers effective, practical projects which tackle needs and tensions in our communities. Our action springs from original research and thinking on the challenges of faith and culture.

Person Specification

To fulfil this role it is necessary for the post holder to demonstrate the following competences:

E = Essential D = Desirable A = Application I= Interview T = Testing

Attributes	Required	Evidence Method
Knowledge		
<ul style="list-style-type: none"> • Current issues faced by UK university students on matters of campus life, faith and society. • Working knowledge of the how social networking websites, blogs function and search engines function and are used. • Knowledge about Islam and the Muslim community in the UK. 	<p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
Skills		
<ul style="list-style-type: none"> • Competence in IT, Microsoft Word and Excel, social networking websites, blogs and video sites. • Copywriting and editing abilities • Basic video and photo editing, and posting on video websites 	<p>E</p> <p>D</p> <p>D</p>	<p>A/T</p> <p>A/ T</p> <p>A/T</p>
Experience		
<ul style="list-style-type: none"> • Demonstrated experience in writing for a publication, blogging or regular online forum posting • Involvement in a student group on campus • Work experience for a charity or student organisation as a volunteer or employee 	<p>E</p> <p>D</p> <p>D</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
Personal Attributes		
<ul style="list-style-type: none"> • Maturity and personal responsibility • Flexible and respecting of diverse people and perspective • Comfortable with working mostly at a computer screen • Interpersonal/team working skills • Solid integrity and reliability, with an appreciation of confidential environments 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>A/I</p>
Qualifications		
<ul style="list-style-type: none"> • Current or recently graduated UK university student • Degree or current study in communications, marketing, digital content management or a related field 	<p>E</p> <p>D</p>	<p>A</p> <p>A</p>