

# VACANT VOLUNTARY POSITIONS.

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@LIVING FREE UK

## Living Free UK C.I.C

Living Free UK is a registered community interest company founded in 2018 out of the struggles of millions of LGBTIQ+ Africans who are still battling with their sexuality and gender identity, especially in countries where it is still illegal to live their truth and in some cases lose their lives while trying to find liberty and acceptance.

## Available positions \_\_\_\_\_

### Outreach Coordinator

If you are an individual who is awesome at meeting new people and easily able to start up conversations, then this maybe the job for you. Typically, in the role of an outreach coordinator your tasks can vary but each day you can plan on:

Building the membership of Living Free U.K by engaging with registered members. Corresponding to relevant emails and phone calls.

Build collaboration with similar organisations and allies with events and campaigns.

### Editor/Writer

This role is for an individual who is passionate about writing their own personal stories or stories of individuals who are willing to share. They would also be responsible for writing opinion pieces and creating a positive representation of the LGBTIQ community from a Black/African perspective. An editor will be responsible for checking and proofreading all articles or pieces before they go live.

### Fundraiser

This role is for any individual who is passionate about fundraising for Living Free U.K. They would work closely with everyone on the team to generate ideas to raise funds for the organisation through events, online crowdfunding or researching and applying for grants.

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## **Board Member (Director)**

A director is responsible for ensuring that the company meets its statutory and other obligations. In addition to these general responsibilities CIC Directors (and, when they take collective decisions about the company, members) are also responsible for ensuring that the company is run in such a way that it will continue to satisfy the community interest test. In practice, this will mean having regard to the interests of the community the CIC is intended to serve, and in some cases giving more weight to those interests than to generating financial returns for investors in the company.

Applications from candidates with experience in the following areas would be appreciate:

- Accounting & Finance
- Law
- Fundraising
- Media/Productions
- Public Relations
- Policy/Research

## **Communications Manager**

The individual will be responsible for managing and growing Living Free U. K's accounts across all social media channels, Facebook, Twitter, Instagram & YouTube. Their sole aim would be to use their creativity to regularly post relevant content, monitor and engage with visitors on these channels. They would also be managing the Website Administrator, Social Media Assistant and Graphics Designer.

## **Research Assistant**

This individual will provide support to the organisation through gathering and analysing information and data. They would be responsible for checking facts, proofreading, and editing research documents to ensure accuracy. They will also from time to time, create presentation slides to help all areas of Living Free U.K advance their work.

## **Admin Assistant**

We are always looking for passionate volunteers to join our team as we believe this would go a long way to positively impact our work and community.

An admin assistant will be responsible for the day-to-day correspondence and record keeping of Living Free U.K. This would involve managing and responding to general email enquiries from members and non-members.

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## **Production Assistant**

We are always looking for passionate volunteers to join our team as we believe this would go a long way to positively impact our work and community.

This individual will work closely with the Head of Productions to manage the overall scheduling for the Living Free with Dan show.

## **Qualifications**

An individual with excellent communications skills, computer savvy. It is important that this person is well organized, has multitasking skills, and has a positive attitude. As much as education and experience is important to work here, it is also vital that you are a caring and compassionate person.

## **What Do You Stand to Gain?**

Although this is an unpaid role, you will get the chance to work for a cause that makes positive changes to the lives of many. You would also make useful connections and work with credible individuals within and outside the LGBT community as well as enrich your CV.