

EVENTS VOLUNTEER

Applicant information pack

Stonewall



Introduction from the Chief Executive

Welcome to Stonewall

Dear applicant,

I'm really excited to see that you're interested in volunteering with us – welcome! Our aim is for equality and acceptance for LGBTQ+ people in the UK and worldwide – a world where everyone, everywhere is free to be themselves. If you want to join us in making that dream a reality, please read on. There is a huge opportunity to build on the strength of our networks to influence change within their communities and beyond.

We've achieved many great things since we were founded in 1989, from securing legislation which allowed same-sex couples to marry, to the repeal of Section 28. But today, over thirty years later, our work feels more vital than ever. Our [research](#) shows that life for LGBTQ+ people is still tough – hate crime and discrimination remain commonplace at home, work, school, and in public. We've spent the summer battling against a rollback of trans rights, and lobbying the Government to commit to a long overdue reform of the [Gender Recognition Act](#). We also know that COVID-19 is having a [particularly acute impact](#) on LGBTQ+ people, many of whom have found themselves trapped in hostile home environments or cut off from support networks.

In our work with employers and LGBTQ+ partners in dozens of countries around the world we witness the repression, discrimination and violence that leads to lives of poverty, exclusion and hopelessness. We're proud to speak out when others can't and to use our influence to support change for LGBTQ+ people. And while we have many achievements under our belt, it's clear there's still a long way to go before we can consider our job done. We know we haven't always got things right, and there are some communities, including communities of colour, that we have failed to represent meaningfully in our work. We're committed to embedding anti-racism into the fabric of our organisation through our Race Equity project, which includes a series of training for all staff and trustees.

At Stonewall, we have a vibrant, dynamic community – we're a driven bunch of people who value each other and want to make a difference. Lots of our staff have a personal investment in the work we do, and many come from marginalised backgrounds. As Chief Executive, this diversity is one of the things I'm proudest of, along with how we support one another – in our teams, our network groups, and our friendships. I believe that this is a genuinely special place to work.

So please, if you're up for a challenge and you're committed to making life better for LGBTQ+ people, join us. I'd love to hear from you.

Nancy Kelley
Stonewall Chief Executive



Who we are

Stonewall was founded in 1989 by a group of people active in the struggle against Section 28, an offensive piece of legislation designed to prevent the so-called 'promotion' of homosexuality in schools. As well as stigmatising lesbian, gay and bi people, it galvanised the LGBTQ+ community. Stonewall subsequently put the case for equality on the mainstream political agenda by winning support within all the main political parties.

Today, we are renowned for our campaigning and lobbying. Some major successes include: helping achieve the equalisation of the age of consent, lifting the ban on LGB people serving in the military, securing legislation which allowed same-sex couples to adopt and helping to secure civil partnerships, same-sex marriage, and the repeal of Section 28. We also have a sector-leading Diversity Champions programme that equips workplaces to champion LGBTQ+ inclusion, and expert Empowerment and Education teams whose programmes and training deliver powerful change in workplaces, schools, communities and individuals.



Our priorities

- **Empowering individuals:** we empower LGBTQ+ people to be their authentic selves so they can achieve their full potential, and we empower LGBTQ+ people and their allies to create positive change at work, home and in their communities.
- **Transforming institutions:** we work with institutions (including workplaces, schools, healthcare providers, sports organisations and religious institutions) to create inclusive cultures, and equip institutions as advocates and agents of positive change.
- **Changing hearts and minds:** we work to ensure that LGBTQ+ people can participate fully in society and are welcomed in all communities, and we work to broaden understanding and tackle discrimination within LGBTQ+ communities.
- **Changing and protecting laws:** we work to ensure that laws and rights essential for LGBTQ+ equality are created, maintained, protected and defended, so that LGBTQ+ people have equal rights here and abroad.



Our values

At Stonewall we are committed to building an environment, in and outside the workplace, that values respect, diversity, and compassion. We **stand up for what we believe in**, we encourage one another to be **bold and passionate**, we **listen to and learn from each other**, and ultimately, our goal is to **transform and inspire**.

Our behaviours

- 1. We focus on people.** We treat others with respect and promote an environment where everyone can be themselves.
- 2. We take responsibility.** We act with integrity. We are honest, reliable and trustworthy. We mean what we say and we honour our commitments.
- 3. We communicate effectively.** We take the time to listen, as well as talk. We are aware of our ability to influence and use it positively to achieve our priorities.
- 4. We build strong relationships.** We are professional and build strong, sustainable external relationships with stakeholders and communities.
- 5. We step up as leaders.** We inspire, challenge and empower individuals to perform, develop and grow. We understand our responsibility as role models.



How we work

Our registered office is based in Farringdon, central London, and we also have offices in Cardiff, Edinburgh and Belfast.

We work within a number of teams, including:

- **External affairs** (comprising our Comms, Policy and Research teams)
- Fundraising and Development
- **Programmes** (comprising our Community and Workplace engagement teams and our Empowerment team)
- Education and Youth
- Global
- Stonewall Cymru
- Stonewall Scotland & Northern Ireland
- **Operations** (comprising our Finance, IT and Data teams)
- **People and Development** (comprising our HR and Facilities teams)



The Stonewall team

According to our 2020 staff survey:

- 92% of staff are proud to work for Stonewall
- 88% of staff enjoy working with the people at Stonewall
- 82% of staff said they enjoy what they do
- 54% of staff are women
- 9% of our staff are non-binary
- 15% of our staff are trans
- 17% of our staff are from Black, Asian and Minority Ethnic (BAME) communities
- 16% of our staff have an impairment, condition or disability
- 44% of our staff are gay/lesbian
- 27% of our staff are bi
- 14% of our staff are straight
- 5% of our staff are under the asexual/aromantic umbrella
- 70% of our staff were aged 34 and under
- 8% of our staff are over 45
- 21% of staff told us they have a faith or belief

Team and role description

The Events and Celebrity Team

Position: Events Volunteer

Responsible to: Events and Celebrity Officer

Responsible for: Supporting team with auction prize research, copy writing and admin

Location: Remote – (with possible time in Stonewall’s London Office)

The Events and Celebrity team is responsible for planning, organising and implementing annual fundraising events. We also maintain relationships with celebrities and their management teams, as well as develop our celebrity roster to support and contribute to events, major campaigns, online campaigns, and video/written content.

Events Volunteer: Role Description

This role will primarily support Stonewall’s Events and Celebrity Officer to manage and support Stonewall’s fundraising events portfolio.

Key Responsibilities and Duties

- Support in researching and securing raffle and auction prizes, including contacting potential donors
- Copywriting and collection of visual assets
- Database entry
- Internet research
- Logistics support

Expectations of all members of the Stonewall team

As a member of the Stonewall team, there are some common expectations of everyone, regardless of their role. Our vision and values drive who we are and what we do: live them through your behaviour at work and be a champion for Stonewall's vision.

As a member of the Stonewall team, we ask that you:

- Treat your colleagues with respect, challenging and supporting each other appropriately;
- Contribute to a culture where it is safe to speak up when there is an issue, in a way that is constructive and professional, adopting an approach which enables people to learn and change their behaviour;
- Create an environment where people can be their authentic self, reflecting our ambition of acceptance without exception;
- Be an ambassador for Stonewall and our work, both internally and externally;
- Share your knowledge and help your colleagues to be the best that they can, while also owning your own personal development and performance;
- Understand your responsibilities under key policies, including Equality and Dignity at Work; health and safety; data protection; IT; social media and safeguarding.

This means that you:

- Will behave in a way and make decisions that are for the benefit of Stonewall and our staff, volunteers, beneficiaries and supporters;
- demonstrate good understanding and commitment to the inclusion of lesbian, gay, bi and trans identities in all walks of life with a willingness to learn and be challenged;
- demonstrate a commitment to learning about and implementing Stonewall's approach to race equity and eliminating discrimination across all protected characteristics;
- understand that you are personally responsible for your own behaviour;
- take active steps to understand the key policies and procedures and follow your responsibilities as set out by these;
- will attend any briefings and training to help you in your role;
- collaborate and co-operate with colleagues from across the Charity;
- ask and request advice if you are not sure of your responsibilities;
- carry out any other reasonable duties as directed by or agreed with line manager.

Person specification

If you are interested in applying but not sure you have all the skills, please do apply. We are open to supporting learning and to rearranging tasks within the team to suit the skillsets of the best applicant.

Area	Essential	Desirable
Qualifications	N/A	
Behaviours	<ul style="list-style-type: none"> • A commitment to and ability to role model Stonewall's vision, purpose and values • A commitment to LGBTQ+ rights and our approach to race equity and trans inclusion • Understands and is aware of intersections of oppression and an understanding of power and privilege in the workplace 	
Skills	<p>We are looking for someone who is confident and professional. You should be comfortable in approaching new contacts over the phone and via email, as well as at events.</p> <ul style="list-style-type: none"> • Good attention to detail • Excellent verbal and written communication skills 	<p>Experience in fundraising</p> <p>Experience in events</p>
Technical Skills	<ul style="list-style-type: none"> • Familiar with the Office suite (Excel, Word, Outlook, PowerPoint) 	

Additional Information

Place of Work: Remote (with travel to Stonewall's London Office)

Working Week

This is a Volunteer role, comprising a total working week of 2-3 days (12-16 hours). The demands of this post require a flexible approach to both timing and duration of the working day, however, you will be expected to work during Stonewall's core office hours which are Monday to Friday from 10am to 4pm.

Benefits

Stonewall will provide you with relevant training, and support from a member of the team. This role will be supervised by and report to the Events Officer.

Stonewall will cover reasonable expenses.

How to apply

To apply, please send a cover letter (no more than two sides A4) and a CV to events@stonewall.org.uk by Monday 24 January 2022.

We welcome applications from everyone and actively seek a diverse range of applicants from all backgrounds and cultures.

We shortlist applicants for interview by matching the details given on the cover letter against both the role description and the person specification. We'll be looking for clear evidence to show that your potential, experience, skills and knowledge match those set out in the application pack.

We're interested in all relevant experience, wherever you have gained it, as well as beyond paid employment, that may contribute to your ability to meet the requirements of the volunteer role.

If you have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to apply or attend any interview, please contact us at events@stonewall.org.uk and we will talk this through with you. Please note that our offices are fully accessible.