

External Partnerships Coordinator

Role Profile

Main objective

- To support with the development of the partnership network for Indigo Mentors

This role requires experience in partnership building, and reports to Indigo's interim CEO.

Start Date September 2024

Hours 12/week

Duration 6 months

Location Remote Working (must be based within the GMT to GMT+3 time zones)

Remuneration This is a voluntary role. There is no financial compensation associated with this role.

Benefits Being part of a wonderful team and helping amazing grassroots organisations find volunteers.
Mentoring support & training related to the role and your development interests.
Flexible working hours.
This role can be accounted as an official internship.

To apply, please fill in this [application form](#).

Purpose

We are looking for a part-time External Partnership volunteer at Indigo Volunteers. You will play a pivotal role in fostering and managing external partnerships that contribute to growing Indigo's impact and further the support offered to our charity partners. You will be primarily involved in exploring, forming, and nurturing partnerships that bring in training and wellbeing support opportunities.

This is an exciting opportunity to really help us grow our network and bring skills and support into the charity sector.

Responsibilities

1. Training Opportunities Exploration, Set Up, and Management:
 - Coordinate Indigo's collaboration with The Pandora Project.
 - Conduct research to identify and engage potential training partners and organisations.
 - Collaborate with the operations team to identify training needs.
 - Maintain relationships with training providers to ensure ongoing support for volunteers.
 - Plan and implement training promotion.
 - Facilitate administrative tasks around training set up and registrations.
 - Collect impact data.
2. Wellbeing Network Growth & Coordination:
 - Coordinate Indigo's wellbeing network.
 - Establish and nurture new relationships with mental health and wellbeing professionals.
 - Collect impact data.
3. Support the Head of Business Development with Corporate Engagement administration:
 - Assist in the drafting and signing of MOUs with corporate partners.
 - Maintain accurate records and documentation related to corporate partnerships.

Skills & Experience

- Previous experience in partnership development or a related field.
- Strong interpersonal and relationship-building skills.
- Excellent organisational and project management abilities.
- Proficient in administrative tasks, including document drafting and record-keeping.



- Ability to work independently and collaboratively in a remote setting.
- Alignment with the mission and values of Indigo Volunteers.
- Interest in working remotely, managing your own time and multitasking.
- Knowledge of Wix is a plus.
- Previous experience and/or demonstrated interest in the refugees and migrants sector, knowledge of the responsible volunteering concept is welcomed.

At Indigo Volunteers we see our differences as our strength.

We are committed to cultivating an equal and fair working environment free from discrimination on the grounds of gender, marital status, race, ethnic origin, nationality, disability, sexual orientation, mental health, religion or age. We believe in promoting a sense of belonging, where our people are heard and valued and diversity of experience and perspective is celebrated.

About Indigo

Indigo Volunteers is a charity that recruits volunteers, supports grassroots organisations, and creates networks along the European refugee route. We believe in the power of ordinary people, and enable them to work together to support refugees and displaced people. We work within a community of remarkable grassroots charities, volunteers, sector experts, and humanitarian organisations that are positively dedicated to supporting communities coping with displacement, inequality, and social injustice. Have a read about us [on our website](#).

OUR VALUES

1. **Human-centred.** We put relationships, lasting collaborations and human wellbeing at the centre of everything we do.
2. **Humility.** We acknowledge that we do not have all the answers; we welcome feedback and strive to continuously learn.
3. **Accountability.** We follow through on our commitments; we are honest and transparent.

To apply, please fill in this [application form](#).