Support setting up effective remote working during Covid-19

Your Organisation Name
Short term project
366851

At a glance

Skills
- Digital Strategy
- Website Design
- Database
- Project Management

Where
London, SE11 5RR
Remote opportunity
Travel limit? This role will be completely remote.

Time
Mostly during office hours
Estimate of time needed:
0-3 hours / week, 3-7 hours / week, over 7 hours / week or short term project: 1-15 hours, completed within 4 months
The project would take place within 2-4 weeks.

About Your Organisation

Causes
- Your Causes Here

Help us to set up effective remote working. We need to continue delivering our [describe service] to [describe service users].

What will you be doing?

We are urgently looking for a volunteer to help us to set up to work safely and effectively from home.
We need help [describe / amend according to what you need. This is a list of possible options):
- Identifying and using the right tools for our team communications and collaboration (eg Slack, Microsoft Teams, WhatsApp, Google Docs etc.)
- Developing a culture that helps us work effectively (eg setting expectations, feeling connected but reducing overwhelm, routines like daily check-ins).
- Ensuring remote working Cyber Security and GDPR.
- Identifying key considerations and risks then providing guidance on implementing solutions to ensure compliance.
- Moving our process and workflows online (eg financial administration, HR procedures).
- Other:

We would love a volunteer who can:
- Help us clarify what our team needs.
- Review and agree priorities and deliverables (if necessary)
- Identify the tools and practices that are right for our organisation.
- Follow up with any further questions or outcomes.

Reach Volunteering has identified The Catalogue guide to remote working as an excellent place to start, but we need help selecting the right tools and approaches, and adapting these to our organisation.

What are we looking for?

We are looking for a volunteer who [describe / amend according to what you need. This is a list of possible options):
- Has the ability to quickly understand the needs of our team.
- Can ask key questions to enable us to clarify our requirements.
- Understands the resource constraints of a small charity and is able to work with these.
- Has digital experience & knowledge of different technical solutions/digital platforms/collaboration tools.
- Can translate tech jargon to us and support us to use recommended tools effectively.
- Other:

What difference will you make?

With your help we will be able to continue to [describe what your services / activities are, and how they help your end users]. And ultimately ensure the long-term sustainability of our organisation beyond the challenges presented by Covid-19.

What’s in it for the volunteer?

You would become part of our small, friendly team and you have the opportunity to use your time to make a real difference in difficult times.