

Support setting up effective remote working

Your Organisation Name

Short term project

J66651



At a glance

Skills

- DIGITAL STRATEGY
- WEBSITE DESIGN
- DATABASE
- IT PROJECT MANAGEMENT
- IT STRATEGY
- 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

- Apply
- Ask a question
- Save opportunity

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 [delete / 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 etc
- 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 Catalyst 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 [delete / 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 [detail 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.