

VOLUNTEERING & SKILLS NEEDS

We have a small office in London, open from 9.30am - 5.30pm weekdays. From here we promote the BSA and coordinate the national campaign. Whether you'd like to support through helping out with routine tasks or if you'd like to get stuck into a specific project please do get in touch! This is not an exhaustive list, so if you have any other skills contact us and we can see how else you could get involved. The office is small - so we can only house a small number of volunteers at any given day. All volunteers will have a 'try-out', to see if this is mutually beneficial experience!

The British Stammering Association trading as Stamma, is based at Bethnal Green, London. We can be contacted on 020 8983 1003.

Function	Where based?	Detail	Skills needed	Hours/days
Fundraising	Office	Help us keep track of fundraisers, rally the troupes, update our database and help us find goodies as prizes.	Excellent IT skills, especially Excel; experience of working with CRM database systems (salesforce); good written communication skills; excellent awareness of, and sensitivity to issues around stammering, keen eye for detail	Minimum 1 day per week for 6 months
Accounts	Office	Help us update our records and get our GiftAid forms and claims sorted.	Excellent IT skills, especially Excel; prior CRM and/or fundraising/donation systems management; ability to work independently; attention to detail.	Minimum 1 day per week for 6 months
Helpline	Office or remote	We need volunteers for the helpline. We have a Virtual Call Centre platform from which volunteers can plug in via any pc. At all times there'll be a BSA staff member to support you.	Good listening and phone skills, interest in stammering, ability to empathise, reliable, dependable, ability to work co-operatively in team and remain impartial and objective	Weekdays 10am-12 noon, you'd have the option to work BSA HQ or home, for the 6-8pm shift you'd work from home
Editors	Office or remote	Support the Web editor with your proof-reading and editing skills	Copywriting, proofing	
Photography	remote	Photograph our events and people, provide photo's for the website. We'll credit photographers and link to your own website/ blogs	Keen amateurs, professionals or students	Ongoing; One off events across London

Design	Office or remote	We always need help on designing our literature, newsletters, adverts and information	Experience in artworking, skills with Photoshop, AI, Vennage, Canva	Whenever suits.
Archivist	Office	We've boxes of documents, photo's and 'stuff' which needs cataloguing and sorting.	Eye for detail, a logical approach to the work of identification and classification, the ability to work independently, good IT skills and an interest in applying digital technology to archiving, competence in	Up to 1 day p/w, flexible
Designer	Office	We need someone to go through our archives and photo's, and put together an exhibition that we can use to show our history.	Design skills, patience, attention to detail, ability to work unaided.	One
Street Team	Remote	Help promote awareness of the stammering and of Stamma by handing out promotional materials at train stations, Freshers' Fairs, fundraising events and more.	Outgoing personality, strong understanding of BSA's inclusive approach; good awareness of, and sensitivity to issues around stammering.	Ongoing
Admin	Office	Stuffing envelopes, preparing information packs, helping out in the office		1 day per week
Data analysis	Office or remote	Extract and summarise data re YouGov, Survey Monkey etc for reports	Research, data analysis, writing and statistical skills	Flexible