



Project Research Assistant Volunteer Position Description

Purpose:	The Project Research Assistant Volunteer at The Winford Centre for Children and Women will carry out research on issues that are beneficial to the Charity, particularly sources of funding and collaboration.
Job Title:	Project Research Assistant
Location:	The Project Research Assistant will work online and at designated sites (if necessary).
Key Responsibilities:	<p>The Project Research Assistant will:</p> <ol style="list-style-type: none"> (1) Search for information supporting and promoting the causes of the organisation. (2) Identify sources of funding for the organisation and the requirements for eligibility and timeline for application. (3) Collate and analyse information received from target audience such as feedback and questionnaire inputs. (4) Promotes the causes of the organisation online and offline. This includes creating and sharing awareness information on social media as well as on the organisation's blog page. (5) Keep abreast of general events, particularly those of interest to the organisation. (6) Works with Programs Director on any other task as may be deemed necessary.
Reports to:	Project Coordinator



Project Research Assistant Volunteer Position Description

Length of Appointment:	Untenured. 3 months minimum period required.
Time Commitment:	Unlimited. Minimum of 1 hour daily.
Qualifications:	First Degree An experience in research activities and knowledge of developmental disabilities will be helpful.
Support Provided:	A one hour orientation on new projects and initiatives prior to commencement. The Programs Director is available on an ongoing basis to answer questions and provide other assistance as needed.
Development Opportunities:	Participation in 3 month mentorship programme sponsored by The Winford Centre for Children and Women. Mention on organization's page as a volunteer member of the team following six months of continuous service. Career plan map. Provision of reference to employers following 3 months of continuous service.
Compensation :	Discretionary reimbursement of relevant expenses subject to availability of funds.