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| *Role / Title* | Northern Ireland Outreach volunteer |

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| *Line Manager* | Mara Clarke |
| *Location (if applicable)* | Home based |

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| *Desired start date* | March or April 2015 |
| *Time commitment* | 5-10 hours per month, depending on your schedule |
| *Duration of post* | 3-6 months with option to renew |

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| *Role description* |
| ASN is in the process of researching and connecting with organisations in Northern Ireland working with the populations most in need of our services.  We need a volunteer or volunteers to help us do the following:   * Research organisations working with marginalised populations * Help ASN prioritise which organisations to target first * Help us formulate our approach to these organisations   The second stage of the project will involve calls and emails to organisations to find the appropriate contact person if possible with the volunteer’s work schedule. Happy to recruit one volunteer for research and a second for outreach. |

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| *Essential skills/knowledge/experience* |
| * Knowledge of MS word, excel and email * Ability to research organisations on the internet * Ability to handle sensitive and sometimes confidential information * Proactive worker, able to get stuck in with minimal in person supervision   For second stage of project:   * Ability to make occasional phone calls during normal business hours (all calls will be reimbursed) * Excellent written and verbal communications skills |

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| *Desirable skills/knowledge/experience* |
| * Knowledge of groups and organisations in Northern Ireland a bonus |

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| *Any training offered* |
| An induction and information on our outreach strategy. |

*Please e-mail your completed form to* [*mara@abortionsupport.org.uk*](mailto:mara@abortionsupport.org.uk)*. Thank you!*