

## **Volunteer posts offered with British-Arab Exchanges (BAX)**

- **Volunteer Social Media Editor**
- **Volunteer Alumni Liaison Manager**

**Location:** Home, with monthly team meetings in London (via Skype if necessary)

**Hours:** Flexible, from a few hours a month

Closing Date: 15 June 2015

### **About BAX**

British-Arab Exchanges is a small non-governmental, educational charity registered in the UK. It has 40 years of experience of organising educational and exchange programmes for people from the UK and the Middle East (to date, with Egypt, Lebanon, Sudan, Palestine, Jordan and Iraq).

BAX aims to overcome divisions, create a network of bridge-builders, train future opinion-leaders and provide space for dialogue. For further information on BAX's vision, mission and values, please visit the BAX website on <http://www.bax.org.uk>

BAX is run by volunteers with a passion for creating and developing bridges between Europe and the Arab world. We are currently seeking to expand our work and our team.

### **What these roles offer**

Both these roles offer the opportunity to contribute to developing the charity as it grows and to help support British-Arab relations at a particularly challenging time in our shared histories. Benefits include new skills development, working with a diverse and experienced team, and an enhanced CV.

### **Desirable Attributes**

- A keen interest in, and ideally experience of, the Arab World
- Agreement with the vision, mission and values of BAX
- Excellent English (and Arabic an advantage but not essential)
- Good written and verbal communication skills
- Sensitivity and ability to relate to a diverse range of people in a non-judgmental, patient and supportive manner
- Strong organisational skills and attention to detail

- Ability to work both independently and as part of a team

### **The Role of the Volunteer Social Media Editor**

- To help plan and implement a social media strategy to maximise BAX's presence on Facebook, Twitter, LinkedIn and other social media platforms, while co-ordinating with the Trustees and Management Team.
- To seek out and post new material on these platforms and promote discussion.
- To keep a guiding editorial hand on social media discussions and contributions, making sure BAX values are being promoted and respected.
- To encourage the use of social media to maintain contact with people who have participated in BAX programmes, co-ordinating with the Alumni Liaison Manager.
- To attend monthly Management Team meetings in London, to liaise and feed back on your activities.
- Working to the Volunteer Manager and BAX Management Team

### **The Role of the Volunteer Alumni Liaison Manager**

Using skype, social media, emails etc as appropriate:

- To build and maintain links with BAX alumni in the UK and in the Middle East, to keep them in touch with BAX developments.
- To build and maintain a team of in-country BAX representatives in the Middle East to work more closely with the BAX UK Management Team for improved international liaison and decision-making.
- To explore ideas for improving communications within the BAX network
- To explore ideas for follow-up activities or events after BAX projects or visits.
- To attend monthly Management Team meetings in London, to liaise and feed back on your activities.
- Working to the Volunteer Manager and BAX Management Team

### **Further information or Application**

To apply, or to request further information about either of these posts, please email [info@bax.org.uk](mailto:info@bax.org.uk).

If you would like to apply, please email us:

1. your CV
2. a letter detailing your reasons for applying, any relevant experience and what you believe you could bring to the role. (Please state clearly which role you are interested in.)

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