



'Volunteer Management Consultant & Capacity Building Advisor' Job Description

Position Summary:

This volunteer will work closely with any or all of Calcutta Rescue's (CR's) Finance, Fundraising, HR, and IT functions. They will be responsible for providing expertise to support management. This role will focus on building capacity, providing coaching, spotting problems, and enabling the organization to implement solutions.

The volunteer should be willing to work collaboratively and be comfortable working with staff from across the organisation and at all management levels. You do not have to formal qualifications to apply. We welcome applicants from diverse backgrounds and experiences. This is an unpaid, full-time volunteer position.

Key Responsibilities:

- Work closely with the Finance, Fundraising, HR, and IT teams to support CR's management team.
- Identify areas for improvement, and work with management to select and implement solutions.
- Challenge management's Risk Management activities to ensure that they are robust and being completed in a timely manner.
- Review, update, and develop processes and policies in accordance with best practice and organisational needs.
- Provide coaching and training to finance and non-finance team members regarding policies and procedures.
- Analyse and interpret financial and operational data to encourage discussion, inform decision making and identify areas for efficiency improvement.
- Provide guidance to management on the selection and implementation of new software and systems.
- Manage the onboarding, induction, and supervision of other back-office volunteers.

Key Skills& Requirements:

- Prior experience and knowledge of one or more of Human Resources, IT, Finance, Governance Fundraising and Marketing.
- Excellent interpersonal skills to build effective working relationships and work collaboratively with colleagues and other stakeholders.
- Ability to work in a multicultural environment, showing respect for different cultures, norms, and values.
- Strong communication skills, able to articulate financial information to non-financial staff and stakeholders.
- High level of adaptability and flexibility in working in challenging environments and changing circumstances.
- Strategic thinking and problem-solving skills to identify opportunities for improvement and take appropriate action.
- Willingness to work as a team member and support colleagues as required.