



HR and Recruitment Manager

Name: Fundraising and Communications Manager

Learning By Heart is an initiative with 2 principal goals: to provide children and adults in the UK with accessible educational support, while in turn helping to widen access to education for young people across the world.

We provide online classes in a wide range of subjects, run by volunteer tutors, in exchange for pay-as-you-feel donations to educational charities. Classes are delivered remotely using videoconferencing platforms, so we are able to reach pupils all over the country. Currently, our profits are split 50/50 between CAMFED (the Campaign for Female Education), who work to increase the accessibility of and revolutionise girls' education in Sub-Saharan Africa, and ECW (Education Cannot Wait), who tackle education provision in humanitarian crises.

Learning By Heart is currently run by a management team of 6 volunteers. However, as the organisation grows and the responsibilities increase, we are looking to expand the team. We are looking for a new enthusiastic and reliable fundraising and communications manager to develop Learning By Heart's fundraising strategy, engage with current clients and stakeholders and build a network of organisations, groups and individuals committed to supporting Learning By Heart's work.

This role is a part-time, flexible voluntary position. The management team work varied hours depending on the workload and their own availability, ranging from around 3 to 8 hours a week.

Role responsibilities:

- Drive recruitment of volunteer tutors (advertising roles, answering questions, video interviews)..
- Interview candidates remotely using video conferencing software.
- Provide administrative support where necessary.
- Work within the HR team to help handle new class sign ups and match pupils to tutors.
- Help monitor class donations.
- Communicate with pupils/parents and tutors on a regular basis to check classes are running okay and ensure they have the support needed.
- Assist with coordinating DBS checks and safeguarding for all new tutors.



The role and its responsibilities will evolve as the organisation grows. This is a very flexible role and most activities can be completed whenever you have the time making it a perfect volunteer role alongside other commitments.

To apply, please complete this short application form:

<https://docs.google.com/forms/d/e/1FAIpQLSdfegHjSErrz6VAW9CifMh8VjeqsEbnTsbu9vAhfZwZjDPAQ/viewform>.

For more information about our organisation, please visit our website:

<https://www.learningbyheart.info/>