



Christian Aid Ireland: CA Organiser



Organisers at Tea
with Rosamond event

At Christian Aid Ireland, we're committed to working in partnership with churches and communities to end poverty and injustice.

Christian Aid Organisers play a vital role.

The Organiser is a key role within the Christian Aid volunteer network, coordinating church representatives within their CA Group. Organisers are Christian Aid's champions in their area, inspiring their CA Group to fundraise, act and pray for those trapped in poverty, during Christian Aid Week and throughout the year.

Christian Aid Week is an excellent opportunity to engage local congregations and communities with issues relating to poverty, injustice and peacemaking. Organisers are very active in the lead up to this key moment in the Christian Aid calendar. They order resources for churches within their area, distribute materials to equip them for collections and fundraising events, ensuring that each church banks and returns funds collected.

Organisers also help reach various congregations in their area with Christian Aid's news, resources and events; providing church reps with information about our annual Supporter Conference, training and thank-you events.

We'll help you by:

- responding to your enquiries promptly
- providing regular information and resources via email
- contacting you by phone, email, or in-person
- organising events to help you learn more about Christian Aid Ireland and our global partners and projects
- inviting you to our annual Supporter Conference and other key moments
- providing advice on running events, including health and safety, data protection, insurance, and safeguarding
- giving guidance on how to bank, handle and record all matters relating to finance
- welcoming, requesting and responding to your feedback
- complying with data protection laws in the use and storage of data.

You can help us by:

- sharing and representing Christian Aid's aims and values with your Group
- supporting Christian Aid by sharing resources, initiating and promoting events with your Group
- being willing to receive communications relevant to your role as Organiser
- giving feedback to staff, sharing ideas and making suggestions
- contacting Christian Aid Ireland's offices with enquiries
- complying with good practice when running events, taking into consideration: health and safety, data protection, insurance, finance and safeguarding
- promptly banking or paying into Christian Aid Ireland any monies raised.



Church volunteers participate in a range of activities for Christian Aid throughout the year

Our **Code of Conduct** sets out what we expect of everybody involved with Christian Aid Ireland, including all our volunteers, staff and partners. These are the commitments that help us uphold our mission, vision and values.

I will:

1. be responsible for the use of information and resources to which I have access by reason of my association with Christian Aid
2. ensure the safety, health, welfare and wellbeing of all volunteers involved with my role as CA Organiser
3. ensure that my conduct is of the highest standards and in keeping with Christian Aid's beliefs, values and aims
4. perform my role and conduct myself in a manner that avoids possible conflicts of interest with the work of Christian Aid and my work as a representative of the organisation
5. avoid involvement in any activities that compromise the work of Christian Aid, refraining from any form of harassment, discrimination, intimidation or exploitation.

We're here to support you

Belfast Office:

Email: belfast@christian-aid.org

Telephone: **028 9064 8133**

Dublin Office:

Email: dublin@christian-aid.org

Telephone: **01 496 7040**