



Info Pack – Recruitment

Introduction

edukid is a UK charity that helps children living in poverty. It exists to enable others to be empowered to make a difference. You can utilise your skill and time to effect hundreds of children in Asia and Africa.

When we want to use our money to help others, we generally look for a suitable charity. Which one do we choose? How much of our money goes to where it counts? Do we ever really know where, or whom our money is spent on?

Likewise, if we want to offer our skills and time to help others, how do we do it? Where do we go? What possible difference can we make?

This is where **edukid** comes in. You name your skill or interest and we will help you use it to help others. You can determine where the money you raise is spent – infact we can even tell you the name and age of the children you directly supported.

The difference you can make

edukid is a voluntary charity, meaning more of our money goes to where it counts.

Fact: No matter what the age of a person or their ability they can directly impact on a child living in poverty. For example it cost less than 18p a day to help a child in Cambodia go to school. So whether you are 12 or 90 years old you really can make a difference.

If you have qualifications galore, or none at all, there is always a way you can help. That might be running a coffee morning once a month, or doing talks on a WI circuit, or it might be running our website or in country operations.

You might want to use your experience running **edukid** as a trustee, or build up your CV working with the founders of **edukid**. Likewise, you might be a great communicator and able to influence many people, or you might prefer to stay in the background and help run our database or mailing.



Vacancies and training

We have the following vacancies in:

- **IT** – to run our website
- **Operations** – to oversee our projects in Uganda, and Cambodia
- **Marketing** – to take our message to new audiences
- **Book Keeping** – to help run our ever increasing database
- **Trustee** – to direct and guide the charity
- **Fund Raisers** – to raise the money to help the children
- **Regional Co-ordinators** – to liase and support the fund raisers
- **Training** – to help build on our resources
- **Schools workers** – to respond to the interest of schools.

Plus many more - you may even have some ideas we hadn't thought of!

Summary

In other words how many children **edukid** help, and how we raise that support is entirely down to it's supporters. It's whatever we want to make it.

Enclosed we have an application form. Apply to join our team today. We believe it will be one of the most fulfilling things you ever do!



Who we are

Our vision is of a society where every child can hope and have the opportunity to fulfil their dreams, in a world free from war and poverty.

Our purpose:

To provide education to communities ravaged by the legacy of war and chained by poverty.

Our mission:

To supply schools packs, school/university scholarships and vocational training to children affected by war and poverty.

To promote awareness of this need in the wider world and to enable people to actively become involved.

Values:

edukid believes that everyone should be treated equally, and consequently have the same quality and opportunities in life. We believe education is key to individuals achieving this.



Strategy

This document is to further define **edukid's** strategy so that supporters and workers can relate clearly to the aims and objectives of **edukid**.

Who edukid helps:

We help disadvantaged children/young people whose lives have been affected by war and are living in poverty. In particular we encompass the following groups:

- People financially unable to support themselves/family as a result of war.
- Former abductees (child soldiers)
- Those physically/mentally abused
- Orphans and child led families
- Those with disabilities or illness (primarily HIV/AIDS)

Why education:

We see education as a way of giving people tools to tackle poverty. Through education people gain qualifications, skills and knowledge to better equip themselves to find work, earn a living and become self sufficient. Thus breaking through the chains of their poverty.

Promoting awareness:

edukid focuses on four main ways of promoting itself:

- **Word of mouth:** often through friends and families of existing supporters
- **Schools/youth groups:** Enabling children in UK & Ireland to learn about life for a child in Cambodia/Uganda.
- **Talks:** To organisations such as churches, W.I.'s, etc.
- **Exhibitions:** At festivals and events through out the year.

How edukid sees it's role:

- **A bridge**, between the wider world and those we aim to help.
- **A facilitator**, for people wishing to support individuals in Cambodia and Uganda.
- **An informer**, by telling people exactly where their money is being spent and what is being achieved with it.

Our faith:

edukid is a Christian charity.

edukid does not to impose its views, beliefs or values on the individuals we help.

edukid volunteers:

Everyone that works for **edukid** does so as a volunteer. No one in Ireland/UK is paid.

edukid partners:

edukid currently operates in Cambodia and Uganda through partner organisations that already operate in these countries. We operate in this way because these organisations have local knowledge, and have existing relationships with those we are helping.

edukid recognise that in many instances people need more than educational help. In many cases our partners also help the individuals **edukid** support in other ways. This ensures a more “rounded” support to individuals and families.

edukid partners are largely local people with a better cultural understanding.

In some instances we give financial payment to our partners. We aim to keep our administration costs to a minimum, but recognise that our partners have workers also living in poverty and therefore **edukid** wishes is act responsibly and ethically.



Volunteer Application Form

Thank you for applying to join our team at edukid.

All details you supply will help us assess how we can best utilise your skills, and will be treated in confidence.

The Vacancy

If you have an idea of the job you would like to do, please fill it in here. If not just leave it blank.

About Yourself

Surname _____(Mr/Mrs/Miss/Ms)

Forename/s _____

Address _____

_____ Postcode _____

Country of Birth _____

Home/Mobile telephone number _____

Business telephone number (if any) _____

Email Address _____

National Insurance number _____

Do you hold a current driving licence? Yes / No (delete as a/p)

Are you a car owner or do you have use of a car? Yes / No (delete as a/p)

If you have a disability which needs to be taken into account when considering your application please let us know.

Your Qualifications

Type of Exam (<i>GCSE, A Level etc.</i>)	Date Taken	Subject	Grade

Other information (For example any relevant experience or training courses you have attended etc.)

Hobbies and Interests (Please give details)

Character References

Provide below the name, address and occupation of two (one in your work life, and one in your personal life) responsible persons who know you well and who are willing to answer questions about your character.

Name _____	Name _____
Address _____ _____	Address _____ _____
Postcode _____	Postcode _____
Occupation _____	Occupation _____
Tel. No _____	Tel. No _____
Your relationship to referee _____	Your relationship to referee _____

Employment History

Provide below details of your full employment history, starting with your present of most recent job.

Name and Address of employer	Date Started	Date Ended	Position Held (Give brief description of duties)	Reason for Leaving
(1)				
(2)				
(3)				
(4)				

Do you have any objections to contact being made with your present or past employer?

YES / NO (delete as a/p)

Convictions: Unprejudiced consideration will be given to candidates who declare criminal conviction(s). Only offences which are manifestly incompatible with the post in question will result in you being excluded from consideration.

Have you ever been convicted of a criminal offence (other than those that would be considered spent under the Rehabilitation of Offenders Order (NI) 1978)?

YES / NO (delete as a/p)

Please give details

Please note: Spent convictions will have to be declared for some positions (e.g. work involving substantial access to children or vulnerable adults). If you are applying for such work you will be asked to complete an additional vetting form.

Declaration

I declare that the information that I have given is correct

Signed _____

Date _____

Please feel free to provide any further information you may wish.

Thank you for applying to edukid. It can take several weeks to process your application, but we will get back to you as soon as we can.

What gifts do you feel you bring to edukid

Tells us a little bit about your strengths and weaknesses

Tell us a little about why you are choosing edukid, and how many hours a week/month/year are you looking to invest.

Thank you for your interest. We will process your application as soon as we can. Please allow for a few weeks for us to do this.

Please return your form to:

Chris Turner, edukid. 10, Lime Grove, Bideford, Devon. EX39 3JJ