



Small Grants Advocacy and Case Worker

The Cara Trust has been making life better for people with HIV since 1988. We are a small, friendly and diverse organisation, with the emphasis on providing personalised support, often delivered by volunteers. We target our limited resources on those people who need us most and for whom daily life can be a real struggle. **Small Grants Volunteers raise funds for essential items such as beds, cookers and washing machines and help make a big difference to people's lives.**

Purpose of Role:

- To assist service users in making applications to grant-making Trusts
- Days and times of volunteering: Initially one morning or afternoon, by negotiation.
- Time commitment: one year
- Co-ordinated by Alex Huggins.
- Supervision: tba
- Location: Ladbroke Grove or Elephant & Castle

Duties:

- Meet and interview service-users in order to gather the information necessary to fill out and sign off grant applications
- Use <https://www.turn2us.org.uk/> database (with service users)
- Internet searches for additional information on relevant grant-making bodies
- Draft application letters and complete forms.
- Undertake follow-up work with grant making Trusts

Essential requirements:

- Availability and commitment as above
- Willingness and ability to work in an office environment
- Understanding of and commitment to confidentiality
- Good communication skills and an ability to engage sensitively and in a non-judgemental way with individuals
- Interest and enthusiasm to make positive changes for people with HIV
- Good IT skills, letter writing skills

Training:

- Basic HIV Awareness and induction to Cara
- Hands-on guidance on how to approach the role will be given over the course of two months

Expenses:

- All appropriate out-of-pocket expenses payable on production of receipts. See expenses policy for more information