

Ukrainian-British Support for Ukrainians in Basingstoke (UBSUB)

JOB TITLE: Ukraine Development Officer

RESPONSIBLE TO: Board of Trustees (with support from BVA)

SALARY: To Be Discussed (6-month fixed term)

Ukrainian-British Support for Ukrainians in Basingstoke (UBSUB)

UBSUB (Ukrainian-British Support for Ukrainians in Basingstoke) is a charitable organisation based in Basingstoke that focuses on supporting the local community by integrating Ukrainian culture into British society. It promotes cultural exchange, equality, and social cohesion through community initiatives that bring Ukrainians and the wider Basingstoke community together. Through its work, UBSUB helps to support families, children and young people through a variety of social activities to bring people together to promote inclusivity.

PURPOSE OF POST:

To build capacity within UBSUB for 6 months by providing administrative support, event coordination, and fundraising development, enabling the organisation to better support Ukrainian children, young people, and families in Basingstoke.

RESPONSIBILITIES AND DUTIES:

1. Organisational Administrative Support

- Strengthen governance and help formalise organisational processes, including the development of a constitutional framework.
- Maintain accurate records, documentation, and administrative systems.
- Support communication between UBSUB and partner organisations, including Basingstoke Voluntary Action.
- By the end of Month 6, develop and finalise a governance framework including a constitution, safeguarding policy, data protection policy, and volunteer handbook, and submit all documentation to the trustees for approval.
- By Month 6, design and implement a central record-keeping and administrative system (contact lists, volunteer database, file storage structure), ensuring 100% of new organisational data is stored consistently and securely.

2. Fundraising Resource Development

- Identify and research suitable funding opportunities for UBSUB.
- Prepare funding applications, supporting documents, and reporting summaries.
- Assist with donor relationships and development of fundraising strategies.
- By Month 6, submit at least 3 grant applications totalling a combined value request of £15,000 or more, and launch a basic public-facing website or online platform that clearly provides information about services, events, and ways to access support.

3. Event Planning Delivery

- Plan and coordinate community events benefitting Ukrainian children, young people, and families.
- Support logistics, volunteer coordination, bookings, and promotion.

- By the end of Month 6, plan and deliver at least 6 Ukrainian community events (cultural, social, support or wellbeing based), with an average attendance of at least 20 participants per event.

4. Community Support Engagement

- Strengthen the organisation's capacity to serve Ukrainian families by improving internal systems and increasing available resources.
- Work collaboratively with BVA's Community Caseworker and UBSUB volunteers.
- By Month 6, successfully engage at least 40 new Ukrainian individuals or households and ensure they are signposted to relevant services, support, or activities.
- By Month 6, deliver at least 5 structured support sessions specifically for Ukrainian children, young people, and/or families (examples: homework club, parenting workshops, wellbeing sessions).

PERSON SPECIFICATION:

Essential

- Strong administrative and organizational skills.
- Experience in event planning and coordination.
- Experience or interest in charity fundraising and grant development.
- Ability to work independently and manage multiple priorities.
- Excellent communication and relationship-building skills.
- Commitment to supporting the Ukrainian community.

Desirable

- Experience working in VCSE organisations.
- Knowledge of governance or charity compliance.
- Lived experience of or connection to the Ukrainian community.