



## PONT Volunteering

**PONT is a small charity in Wales making a big difference in Mbale, Uganda. We work through direct community to community partnerships and long-term personal relationships. Our work covers a wide range of Health, Education, Livelihoods and Environmental projects, all about empowering people in Mbale to reduce the impact of poverty in their communities.**

We've trained over 1,200 health workers in rural villages.  
They save lives daily.

Our motorbike ambulances make over 4,000 journeys a year, getting injured people, sick kids and mums in labour down poor roads to health centres or the hospital.

Our goat project has helped over 2,000 of the most vulnerable families caring for orphans earn enough to provide shelter and nutrition and send them to school.

Our engineers have helped provide clean water to over 8,000 people, brought electricity to 5 schools and set up a workshop that trains local people and makes equipment for PONT's health work.

Our university, councils, hospitals, engineers, churches and over 100 schools in RCT and Mbale are building friendships and sharing resources.

Could you use your time and skills to help us reach more people in Uganda?



- PONT is run by volunteers from RCT including doctors, paramedics, engineers, teachers, church members, students and retired people
- In the past 10 years, over 1000 people from RCT and the surrounding region have visited Mbale, a mostly rural area in eastern Uganda on the border with Kenya
- PONT has 10 committees who co-ordinate projects and links between Wales and Uganda: Ambulances, Churches, Community Health, Education and school links, Engineering, Environment, Hospital, Livelihoods, University and Wildlife Education Centre
- Some fundraising and communications is done centrally, some by individual committees.
- Find out more at [www.pont-mbale.org.uk](http://www.pont-mbale.org.uk)
- Follow PONT at [www.facebook.com/PONTMbale](https://www.facebook.com/PONTMbale)

# Role: Admin Volunteer

## Background – We need you because....

PONT's projects are successfully changing and saving lives in Mbale. But we want to reach more people in Uganda – to train healthworkers in villages where there are none, bring business training and goat projects to people who have no other source of income, help provide clean water and solar power to more communities...

To do this we need to increase our fundraising. And since we are a volunteer-run charity, that means we will need extra help to keep things running!

If you are comfortable using a computer and have time to spare either regularly or occasionally, you could help us help people in Uganda while getting involved with a friendly local charity.

## Role description – Tasks could include.....

- Contacting local groups
- Sending thank you letters
- Entering information into spreadsheets
- Online research
- Uploading stories to our website (training given)

You'll work closely with PONT's Fundraising and Communications Co-ordinator to start, with the chance to use your initiative more as you gain confidence and experience.

Depending on your interests there are also opportunities to get involved in other kinds of work such as organising events, writing applications and creating social media content.

## Skills, experience and requirements – To do this role you need.....

- Good attention to detail
- Basic research skills, good at identifying relevant information
- Time to dedicate to allocated tasks and commitment to meeting deadlines
- Ability and willingness to understand the needs of the charity
- Ability to work well with other volunteers and PONT committee members
- Interest in international development or charities is a bonus

## **Benefits of volunteering – You could gain.....**

- Demonstrable experience of using computer skills
- Experience of working with others
- Understanding of charity communications and the charity sector
- Opportunity to see your skills making a difference

## **Time commitment and location – The practical details....**

The time commitment for this role is fairly flexible. We would ask you to commit to deadlines, but you can choose how much or how little work you take on.

Following initial meetings most work can be done in your own time from home, with meetings when we need them to discuss how things are going. Pontypridd, Treforest or Cardiff are easy places for the Fundraising Coordinator to meet with you.

Alternatively there is the option to work alongside the Fundraising Co-ordinator in a shared office once a week.

There will be plenty of opportunities to come to PONT events and meetings in the Pontypridd area if you are interested, but this is entirely optional and not required for the role!

This is an unpaid position. PONT may be able to re-imburse travel expenses to meetings.

## **For more information contact.....**

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