

Volunteers Call 2024

Summary of the new role description and experience details for the upcoming intake in Autumn 2024.

Editorial Coordinator Role

We're looking for an Editorial Coordinator to join our editorial team and help manage the review and publication process. This voluntary role involves working closely with authors and peer reviewers, ensuring papers meet high standards, and keeping things running smoothly. You'll be key to guiding papers through the editorial process, from submission to publication, while supporting the team with a variety of tasks.

What you will be doing:

- Communicating directly with authors and peer reviewers, offering support and ensuring feedback is exchanged smoothly.
- Compiling reviewer comments and providing authors with clear guidance for revisions.
- Reviewing and copyediting papers to ensure they meet our publication standards.
- Collaborating with the website team to ensure the submission portal works properly and making quick updates when needed.
- Participating in team discussions and brainstorming sessions to improve the editorial process.
- Exploring and introducing new publication formats, such as short papers and opinion pieces.
- Managing the flow of submissions, making sure the publication pipeline is efficient/constant.

What we are looking for:

- Someone interested in academic publishing who respects TAJ's mission, values, and focus areas.
- This is a flexible, voluntary role that requires a few hours a week, and we are happy to adjust to your availability.
- You should be detail-oriented, proactive, and comfortable working independently or as part of a team.
- Experience is helpful, but enthusiasm and a willingness to learn are what we value most. If you have an interest in reviewing papers and managing editorial tasks, this role will be a great fit.
- This role also offers the chance to gain practical experience in editorial work while making a meaningful contribution to our wider community.

External Relations Coordinator Role

We're looking for an External Relations Coordinator to lead and manage our outreach efforts. This voluntary role involves planning events, building relationships with external stakeholders, and promoting our work to a broader audience. You'll work closely with universities, media platforms, and other key contacts to expand TAJ's reach.

What you will be doing:

- Lead event planning for conferences, panel discussions, and workshops.
- Contact speakers and presenters, and manage event logistics like creating Eventbrite pages and email lists.
- Serve as the main point of contact for external stakeholders and lead meetings with partners.
- Present on behalf of TAJ to stakeholders, introducing the organisation and its work.
- Oversee the writing and distribution of quarterly newsletters, setting up systems like Mailchimp for smooth delivery.
- Coordinate blog posts, ensuring timely submissions and quality content.
- Write media articles for platforms like Tamil Guardian and Thamarai to promote TAJ's work.
- Engage with universities, running outreach and workshops to introduce students and academics to TAJ.
- Manage a database of relevant stakeholders, including university associations and academics.

What we are looking for:

- Someone with strong communication and organisational skills who is ready to share TAJ's mission.
- This is a flexible, voluntary role requiring a few hours a week, and we're happy to work with your availability.
- You should be comfortable leading meetings and presentations and managing multiple tasks.
- Experience with events, media outreach, or university engagement is a plus, but the willingness to learn and contribute is what matters most.

Website Developer Role

We're looking for a **Website Developer** to help us enhance and maintain our online presence. This voluntary role involves working closely with the team to ensure our website is optimised for users and functions smoothly. You'll play a key part in improving our website's user journey, setting up essential tools, and providing ongoing tech support to ensure everything runs efficiently.

What you will be doing:

- Coordinate with the team to set up Google Workspace for seamless collaboration.
- Work on developing and improving the submission portal on our website to make it easy for users.
- Upgrade the website to better communicate with our target audience, focusing on a clear user journey and improved functionality.
- Provide web and tech support to the team, ensuring everything works as it should.
- Continuously assess and improve website performance to ensure the best possible user experience.

What we are looking for:

- Someone with experience in web development who is interested in improving online functionality and user experience.
- You should have good problem-solving skills and be able to work independently to troubleshoot issues.
- Experience with platforms like Google Workspace and familiarity with setting up submission systems would be a plus.
- We're looking for someone proactive and flexible, with the ability to provide ongoing support and adapt to the needs of the team.

Fundraising Officer Role

We're looking for a **Fundraising Officer** to join our team and help drive our fundraising efforts. This voluntary role involves managing our GoFundMe page and building relationships with sponsors, organisations, businesses, and individuals to secure vital support. You'll play a crucial role in ensuring our fundraising initiatives are successful and align with our mission.

What you will be doing:

- Manage the GoFundMe page and oversee the creation and updates of our fundraising campaigns to keep the content engaging and accurate.
- Identify and maintain connections with potential sponsors, including organisations, businesses, and individuals, to secure their support.
- Develop tailored strategies to engage sponsors and showcase the benefits of partnering with us.
- Collaborate with the fundraising team to align efforts, share insights, and brainstorm fresh ideas for fundraising initiatives.
- Track progress against fundraising goals and report outcomes while adjusting strategies as needed.
- Help organise fundraising events to boost community involvement and support for our initiatives.

What we are looking for:

- We are looking for someone who is interested in fundraising and making a difference.
- This flexible, voluntary role requires a few hours each week, and we can adjust to your schedule.
- You should have strong communication and interpersonal skills to build and maintain effective relationships.
- Organisational skills and a proactive approach will help you manage tasks and meet deadlines.
- Experience in fundraising is a plus, but we value enthusiasm and a willingness to learn the most.

Social Media Coordinator Role

We're looking for a Social Media Coordinator to enhance our online presence and engage with our community. This voluntary role involves managing regular social media postings, promoting our content, and identifying new opportunities for growth. You'll play a vital role in reflecting our upcoming work and nurturing partnerships.

What you will be doing:

- Manage regular social media postings, focusing on promoting newly published papers, upcoming events, and editorial work.
- Identify and implement new strategies to increase our reach and amplify content spread across various platforms.
- Make quick updates to the webpage to ensure it accurately reflects our upcoming projects and events.
- Interact with our community by responding to comments and messages, supporting followers as needed.
- Identify potential partners, collaborators, and sponsors for nurturing relationships and expanding our network.

What we are looking for:

- A passion for social media and community engagement, with a keen eye for content promotion.
- Excellent communication skills, comfortable interacting with followers and representing our organisation.
- Strong organisational skills to manage multiple platforms and content schedules effectively.
- Ability to identify new opportunities for growth and collaborate with others.
- Experience in social media management or related fields is a plus, but enthusiasm and a willingness to learn are essential.

Head of Marketing Role

We're looking for a Head of Marketing to lead our strategy and drive audience engagement. This voluntary role involves managing our marketing initiatives, overseeing social media, and collaborating with both the external relations and editorial teams. You'll play a key role in shaping our online presence and supporting our upcoming projects.

What you will be doing:

- Lead and manage our social media team, focusing on promoting newly published papers and events.
- Develop and implement marketing strategies to increase our visibility and audience reach.
- Collaborate with the external relations team to nurture relationships with potential partners and sponsors.
- Work with the editorial team to create content themes and templates that reflect our key messages.
- Track and analyze performance data to refine strategies and maximize audience engagement.

What we are looking for:

- Proven experience in marketing, with strong leadership and communication skills.
- Expertise in managing social media platforms and running marketing campaigns.
- Strategic thinking with the ability to organize and manage multiple tasks effectively.
- Familiarity with social media tools and analytics.
- Experience leading teams and working collaboratively across departments is a plus