

# Joining the SolidariTee Team

## Central Team Finance & Administration Coordinator



# How We Operate

## Regional versus Central roles

SolidariTee is an **entirely volunteer-run movement** led by students and self-identifying young people who share a commitment to standing in solidarity with displaced people. Our volunteer roles roughly fall into two areas: **regional teams** and the **central team**.

### Regional Teams

Our **regional teams** are based at individual universities and colleges. As a regional team member, you'll be part of a tight-knit group taking action within your university community to raise both awareness and funds.

Regional team **activities typically include**:

- Organising creative fundraising events and campaigns on campus.
- Selling SolidariTee t-shirts to raise vital funds for legal aid.
- Running awareness events and engaging the local student community in conversations around refugee rights and forced displacement.

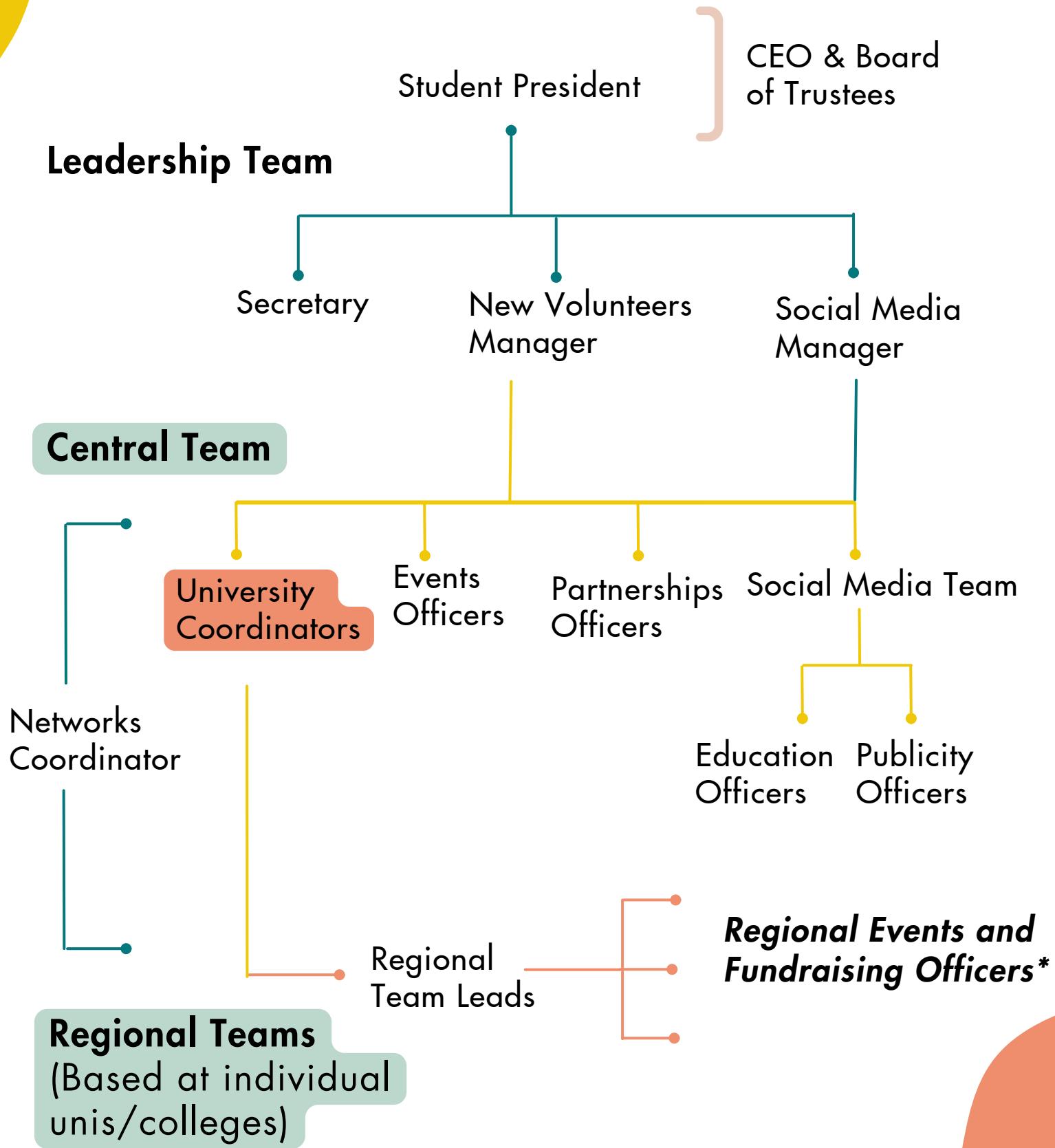
For more info on what our regional teams get up to, check out @oxfordsolidaritee and @solidariteeedinburgh on Instagram.

I joined SolidariTee because I wanted to be a part of changing the injustices facing refugees by supporting NGOs that provide legal long-time solutions. Leading SolidariTee's NTU team, my highlights were a Christmas bake sale and an awareness online panel event involving NGOs, such as Equal Legal Aid, and refugee advocates.



Yasmin, Nottingham Trent  
Head Rep 21-22

# Organisational Chart



**\* (including opportunity to take on additional responsibility or specialised roles such as social media, partnerships, t-shirt fundraising)**

# About the role

## *Finance & Administration Coordinator*

We are currently seeking a finance coordinator to support the SolidariTee leadership team and CEO in making sure that we are able to be as supportive and responsive to all finance queries across our university teams. This additional support will ensure that we are able to ensure all uni teams know how much they have raised to date, and that all expense claims are processed promptly.

### **Responsibilities**

- Checking reimbursement requests to ensure receipts are uploaded correctly
- Making expense payments via SolidariTee's online banking portal
- Downloading and categorising transactions according to type of income (i.e. events, t-shirts, donations), and university
- Providing ad-hoc support with other finance tasks, such as matching up income from other channels including JustGiving and Fixr
- Paying invoices as required for other expenditure

## Desirable criteria

If you have excellent organisational skills, and are interested in learning more about how the running of the central team works as well as gaining some charity finance skills, we would love to hear from you!

## Time commitment

Like all SolidariTee roles, this is a volunteer role. We anticipate that this role would require approximately 30 minutes 2x per week, or 10 minutes per day.

The most important thing is that the postholder is available consistently and able to be responsive to queries which arise - sometimes expense payments need to be made urgently, or team members are awaiting confirmation of whether a certain bank transfer has been received. If you aren't able to check Slack (our messaging app) every 1-2 days, and carry out any finance tasks at least twice a week, this might not be the best fit.

# Who We're Looking For:

SolidariTee is led by self-identifying young people, and as such we welcome current students as well as recent graduates to apply.

We are also really committed to building an **inclusive** and **accessible** volunteering community.

- If you require any **adjustments** or **accommodations** during or beyond the recruitment process, please don't hesitate to get in touch at [teamsolidaritee@solidaritee.org.uk](mailto:teamsolidaritee@solidaritee.org.uk) (there will also be a space to disclose this in the application form).
- We especially **encourage applications from people with lived experience of displacement**.

## Ready to apply?

Please email [teamsolidaritee@solidaritee.org.uk](mailto:teamsolidaritee@solidaritee.org.uk) with a brief paragraph about why this role interests you, and confirming your availability to undertake the role from January - August 2026.

