



HAVEN Coffee intro

HAVEN Coffee is a social enterprise serves ethically sourced, fair-trade, organic coffee to local communities with a social mission of breaking false narratives around refugees in the society through visual and performing arts. We run comedy workshops and comedy gigs with refugee performers as well as Art exhibitions with refugee artists. We also run paid barista training programs for refugees so that they can be more employable in society and get integrated into the UK society through the job market.

Volunteering Opportunities

1. Accountant
2. Social Media & Event Coordinator

Accountant

Looking for an accountant to submit and look after our annual accounts as well as a payroll of 1 to 3 employees for our small social enterprise.

Duration: 1 day per week

Person requires: 1

Work commitment: Mostly remote

Remuneration: Voluntary role with food and travel paid when applicable

What will you be doing?

Looking for an accountant to;

- Submit and look after our annual accounts
- Guide us, create, manage, and look after the payroll of 1 to 3 employees
- General Book Keeping and inhouse income and expense sheet once a month

What are we looking for?

The ideal person will have an understanding and experience of creating and submitting business annual accounts and working on PAYE

What difference will you make?

We are a small coffee social enterprise, working with refugees. We are currently unable to afford an accountant.

To Apply: Send a message with a cv to info@havencoffee.co.uk or WhatsApp 07757750774

Social Media & Event Coordinator

Working with Business development & social media manager, social media personal will be responsible to work on and execute the weekly social media content.

Duration: 1 or 2 days per week

Person requires: 1-2 people

Work commitment: Mostly remote

Remuneration: Voluntary role with food and travel paid when applicable

Responsibilities

- Social media content creation and calendar
- Online Research into new partners and opportunities
- Search Funding options (when required)
- Sit in a quarterly meeting with Business Development Manager and Director for input.
- Help at different art and coffee events if and when needed
- Any other ad hoc work comes up and agreed upon mutually

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