



Do you live in Madrid? Have time to spare? Looking for your next challenge, a project you can get involved in?

**The British Benevolent Fund  
would like to hear from you**

The British Benevolent Fund (BBF) is run entirely by volunteers and has done so since its inception in the late 1920s. We have no paid staff, so the good work that we do depends upon a small group of dedicated volunteers based in Madrid.

Our Executive Committee meets about eight times a year. However, most of the day to day action is done at the sub-committee level. New volunteers usually join a sub-committee that matches their interests and experience, and have the option of joining the Executive Committee at a later stage.

This leaflet describes the work done by the various BBF sub-committees, the type of skills and experience we are looking for, and the time commitment required.

If you are interested in getting involved with the BBF in anyway then please contact us on:

**info@britishbenevolentfund.org**



**The British Benevolent Fund**  
Helping British citizens in Spain in need  
since 1933

**Our Mission**

To grant timely assistance to British citizens primarily in the Comunidad of Madrid, and in other areas of Spain through partner organisations

**Our Values**

Care, Expediency, Impartiality, Discretion

**Our Partners**

The British Consulates in Spain  
[www.gov.uk/government/world/spain](http://www.gov.uk/government/world/spain)

Age Concern España  
[www.acespana.org](http://www.acespana.org)

**The British Benevolent Fund**  
Calle Salvia 30, 28109 La Moraleja, Madrid

E-mail: [info@britishbenevolentfund.org](mailto:info@britishbenevolentfund.org)  
[www.britishbenevolentfund.org](http://www.britishbenevolentfund.org)

**Donations**

By bank transfer to  
Banco Sabadell Account (IBAN)  
ES35 0081 2042 7800 0103 7606



**The British Benevolent Fund**  
British citizens in Spain in need  
cared for with benevolence



**Volunteer**



## Volunteer Opportunities

### EXECUTIVE COMMITTEE

The Executive Committee has overall responsibility for the management of the BBF: setting long term policy, ensuring legal and fiscal requirements are met, overseeing the expenditure of BBF funds, ensuring the long term viability of the fund.

It consists of about 15 elected members who must re-stand for election each year at the Annual General Meeting. They meet about eight times a year, hosted by the Chairman of the BBF.

New volunteers should spend a minimum of 6 months with the BBF before they can be nominated for The Executive Committee.

### ADVISORY COMMITTEE

The establishment of the Advisory Committee was designed to support the Executive Committee with advice and guidance on any matters which affect the general wellbeing and future development of the BBF.

They meet two or three times a year and is composed of business people and academics, and chaired by the Honary President of the BBF, the British Ambassador.

### CASE SUPPORT SUB-COMMITTEE

Any application for financial help sent to the BBF must be signed off by at least three members of the Executive Committee . However, all applications are first assessed by the Case Support Sub-Committee (CSC) who are responsible for ensuring that each case meets the BBF criteria:

- British national or dependant
- Based in Spain (resident or visitor)
- In genuine need
- Do not have sufficient funds to help themselves
- No further recourse to support from family, friends or the state.

The CSC then seeks to identify possible solutions for any cases presented and how best to allocate funds so that the individual in need gains the greatest support, and where possible returns to a financially sustainable life.

If you have any experience working with vulnerable groups, Spanish or UK social services, medical and care giving professions, debt or benefits advisory services we would be very interested to hear from you.

This group does most of it's work via email as it must respond quickly (within 1-2 weeks). It meets for training about 3-4 times a year. All volunteers must sign a confidentiality agreement.

### EVENTS SUB-COMMITTEE

This committee organises all fundraising and publicity events, such as the October Fundraising Concert and The English Speaking Community of Madrid Summer Fete. They also liaise with other English Speaking Groups in Madrid to have stalls or representation at their events.

The committee meets about 8-10 times a year and each member takes responsibility for specific pieces of work. They organise locations, sponsors, food and drink, raffles etc. You need to be dedicated, energetic, organised and love working with people. You will be expected to attend events and represent the BBF at them.

### MARKETING & PUBLICITY SUB COMMITTEE

This committee sets BBF policy on representing ourselves to the public, potential donors, corporations and those in need. They manage the BBF website and social media presence, and are responsible for press releases, advertisement of events, blogs and newsletter items. They meet about 8-10 times a year.

If you have any marketing or publicity experience, website management skills, journalism or social media blog writing skills the we are keen to hear from you.

