

# TECH4HER GLOBAL INITIATIVE

*Empowering Women Through Technology*

## VOLUNTEER PROGRAMME

---

### Official Documentation & Volunteer Handbook

Global Startup Update | 2025 Edition

## TABLE OF CONTENTS

---

1. About Tech4Her Global Initiative**3**
2. Our Mission & Vision**3**
3. Volunteer Application Form — Fields Collected**4**
4. Volunteer Roles Overview**6**
5. Detailed Role Descriptions**7**
  - 5.1 Media Team**7**
  - 5.2 Content Creator**8**
  - 5.3 Technical Writer**9**
  - 5.4 Growth Lead**10**
  - 5.5 Graphics Designer / Brand Manager**11**
  - 5.6 Partnerships & Fundraising Team**12**
  - 5.7 Mentors**13**
  - 5.8 Instructors — Blockchain Expert**14**
  - 5.9 Event Planner**15**
  - 5.10 Podcast Host**16**
  - 5.11 Community Manager**17**
  - 5.12 Social Media Manager**18**
  - 5.13 Web/App Developer (Technical Volunteer)**19**
  - 5.14 Research & Data Analyst**20**
  - 5.15 Legal & Compliance Advisor (Pro Bono)**21**
6. Volunteer Commitments & Code of Conduct**22**
7. Benefits & Recognition**23**
8. Application & Onboarding Process**23**

## 1. ABOUT TECH4HER GLOBAL INITIATIVE

---

Tech4Her Global Initiative is a forward-looking non-profit organisation dedicated to bridging the gender gap in technology by empowering women and girls with digital skills, resources, mentorship, and career pathways in tech. Operating on a global scale, Tech4Her creates inclusive communities, delivers impactful training programmes, and connects women across Africa and beyond to opportunities in blockchain, data, product, engineering, and entrepreneurship.

As we scale our programmes globally, we are building a diverse and passionate team of volunteers who believe in our mission and are willing to contribute their skills, time, and networks to create lasting change for women in tech.

---

## 2. OUR MISSION & VISION

---

### **Mission**

To equip women and girls with transformative technology skills, opportunities, and communities that accelerate their professional growth and leadership in the global digital economy.

### **Vision**

A world where gender is never a barrier to technological excellence, leadership, or economic opportunity.

### **Core Values**

- Inclusion — We celebrate diversity and build spaces where every woman belongs.
- Impact — Every initiative is designed to create measurable, lasting change.
- Innovation — We embrace new technologies and approaches to learning.
- Collaboration — We grow stronger through partnerships and community.
- Integrity — We operate with transparency, accountability, and purpose.

### 3. VOLUNTEER APPLICATION FORM — FIELDS COLLECTED

All volunteers applying to join the Tech4Her team are required to complete the official Volunteer Application Form. The form collects the following information to ensure a smooth onboarding process and proper role placement.

#### 3.1 Personal Information

Field	Type	Required	Notes
<b>Full Name</b>	Text	Yes	First and last name
<b>Preferred Name / Nickname</b>	Text	No	Optional display name
<b>Date of Birth</b>	Date Picker	Yes	For age verification
<b>Gender Identity</b>	Dropdown	Yes	Woman / Non-binary / Prefer not to say
<b>Nationality</b>	Dropdown	Yes	Country of origin
<b>Country of Residence</b>	Dropdown	Yes	Current location
<b>City / State</b>	Text	Yes	For scheduling & timezone
<b>Time Zone</b>	Dropdown	Yes	UTC offset selection
<b>Phone Number (WhatsApp)</b>	Tel	Yes	Primary contact
<b>Email Address</b>	Email	Yes	Official communication
<b>Profile Photo</b>	File Upload	No	JPG/PNG, max 2MB

#### 3.2 Professional Background

Field	Type	Required	Notes
<b>Current Occupation / Job Title</b>	Text	Yes	
<b>Employer / Organisation</b>	Text	No	
<b>Industry / Sector</b>	Dropdown	Yes	Tech / Finance / Education / etc.

Field	Type	Required	Notes
Years of Work Experience	Dropdown	Yes	0-1 / 2-5 / 6-10 / 10+ years
Highest Level of Education	Dropdown	Yes	Cert / BSc / MSc / PhD
Field of Study	Text	No	
LinkedIn Profile URL	URL	No	Highly recommended
Portfolio / Website	URL	No	Required for design/content roles
GitHub Profile URL	URL	No	Required for technical roles
Resume / CV Upload	File Upload	Yes	PDF, max 5MB

### 3.3 Volunteer Role Preference

Field	Type	Required	Notes
Role(s) Applying For	Multi-select Checkbox	Yes	Select up to 3 roles
Primary Role	Dropdown	Yes	Main area of contribution
Secondary Role (optional)	Dropdown	No	If multi-skilled
Relevant Skills	Multi-select Tag Input	Yes	From skills library
Years of Experience in Role	Dropdown	Yes	Specific to selected role
Have you volunteered before?	Yes/No Toggle	Yes	
Previous Volunteer Experience	Long Text	No	Describe briefly if yes

### 3.4 Availability & Commitment

Field	Type	Required	Notes
Hours Available Per Week	Dropdown	Yes	1-3 / 4-8 / 8-15 / 15+ hrs
Preferred Days Available	Multi-select Checkbox	Yes	Mon–Sun checkboxes

Field	Type	Required	Notes
Preferred Time of Day	Multi-select	Yes	Morning / Afternoon / Evening
Volunteer Start Date	Date Picker	Yes	When can you begin?
Expected Duration of Commitment	Dropdown	Yes	3 / 6 / 12 months+
Can you attend virtual meetings?	Yes/No Toggle	Yes	
Can you attend physical events?	Yes/No Toggle	No	If applicable by region
Do you have a stable internet connection?	Yes/No Toggle	Yes	

### 3.5 Skills & Tools

Field	Type	Required	Notes
Communication Skills	Rating Scale (1–5)	Yes	
Languages Spoken	Multi-select + proficiency	Yes	Language & fluency level
Tools / Software Proficiency	Multi-select Tag Input	Yes	Role-specific tools
Certifications (if any)	Text / File Upload	No	Attach as PDF
Social Media Handles	Text	No	Twitter/X, Instagram, LinkedIn
Personal Bio (Short)	Long Text	Yes	Max 200 words

### 3.6 Motivation & Fit

Field	Type	Required	Notes
Why do you want to volunteer with Tech4Her?	Long Text	Yes	Min 100 words
What specific value will you bring?	Long Text	Yes	Min 100 words
Are you passionate about women in tech?	Long Text	Yes	Brief statement

Field	Type	Required	Notes
Have you heard of Tech4Her before?	Dropdown	Yes	Yes / No / Referred
How did you hear about us?	Dropdown	Yes	Social media / Event / Friend / etc.
Referral Name (if referred)	Text	No	
Sample Work / Relevant Project	URL or File Upload	No	Optional but encouraged

### 3.7 Agreements & Compliance

Field	Type	Required	Notes
Volunteer Agreement Acceptance	Checkbox	Yes	Must accept T&Cs
Data Privacy & GDPR Consent	Checkbox	Yes	Data handling consent
Code of Conduct Agreement	Checkbox	Yes	Community standards
Media & Communication Consent	Checkbox	Yes	Use of name/photo
Emergency Contact Name	Text	No	Optional safety measure
Emergency Contact Phone	Tel	No	
Digital Signature	Text	Yes	Type full legal name
Date of Application Submission	Auto-generated	Auto	System timestamp

## 4. VOLUNTEER ROLES OVERVIEW

The following table summarises all available volunteer positions within the Tech4Her Global Initiative. Each role has a defined purpose, time commitment, and required skillset.

Role	Department / Category	Hrs/Week	Level
<b>Media Team Member</b>	Marketing & Communications	4–8	Mid
<b>Content Creator</b>	Marketing & Communications	4–8	Any
<b>Technical Writer</b>	Content & Documentation	4–8	Mid–Senior
<b>Growth Lead</b>	Strategy & Growth	6–10	Senior
<b>Graphics Designer / Brand Manager</b>	Design & Branding	4–8	Mid
<b>Partnerships &amp; Fundraising</b>	Strategy & Partnerships	6–10	Senior
<b>Mentor</b>	Education & Community	3–6	Senior
<b>Instructor — Blockchain Expert</b>	Education & Training	4–8	Expert
<b>Event Planner</b>	Events & Programmes	5–10	Mid
<b>Podcast Host</b>	Media & Communications	3–6	Any
<b>Community Manager</b>	Community & Engagement	4–8	Mid
<b>Social Media Manager</b>	Marketing & Communications	5–8	Mid
<b>Web / App Developer</b>	Technology	5–10	Mid–Senior
<b>Research &amp; Data Analyst</b>	Strategy & Research	4–8	Mid
<b>Legal &amp; Compliance Advisor</b>	Legal (Pro Bono)	2–4	Senior

## 5. DETAILED ROLE DESCRIPTIONS

---

### 5.1 Media Team

**Department: Marketing & Communications | Commitment: 4–8 hrs/week | Remote: Yes**

The Media Team is the voice and visual identity of Tech4Her Global Initiative. This team is responsible for creating, managing, and distributing multimedia content across all official channels to amplify our reach, grow our community, and tell the stories of the women we empower.

#### Key Responsibilities

- Capture and edit photos and short-form videos for events, campaigns, and programmes
- Develop and produce multimedia content for YouTube, Instagram Reels, TikTok, and LinkedIn
- Assist in coordinating live media coverage of Tech4Her events
- Collaborate with content creators and brand managers for consistent storytelling
- Manage and archive all media assets in the official Tech4Her media library
- Conduct and record interviews with programme participants, mentors, and partners
- Monitor media performance metrics and provide monthly reports

#### Required Skills & Qualifications

- Proficiency in video editing tools (CapCut, DaVinci Resolve, Adobe Premiere Pro, or similar)
- Basic photography skills and understanding of visual composition
- Familiarity with social media platforms and content formats
- Strong organisational and time management skills
- Passion for women empowerment and technology

#### Tools

- Video editing: Adobe Premiere Pro, DaVinci Resolve, CapCut
- Photography: Adobe Lightroom, Canva
- Collaboration: Slack, Google Workspace, Notion

### 5.2 Content Creator

**Department: Marketing & Communications | Commitment: 4–8 hrs/week | Remote: Yes**

Content Creators are storytellers who translate the vision and programmes of Tech4Her into compelling written, visual, and multimedia content. They play a crucial role in educating, inspiring, and engaging our audience across multiple platforms.

### Key Responsibilities

- Create original, high-quality content for blog posts, newsletters, and social media
- Develop educational content aligned to ongoing programmes such as blockchain, coding, and growth hacking
- Write compelling captions, scripts, and copy for all digital campaigns
- Create carousel posts, infographics, and short explainer content
- Brainstorm and execute content calendars in alignment with the marketing strategy
- Repurpose long-form content into digestible social formats
- Collaborate with graphic designers and social media managers for coordinated publishing

### Required Skills & Qualifications

- Excellent writing and editing skills
- Ability to create engaging content in multiple formats (written, visual, audio-visual)
- Understanding of SEO best practices
- Familiarity with content scheduling tools (Buffer, Later, Hootsuite)
- Background in journalism, communications, marketing, or related field is an advantage

## 5.3 Technical Writer

**Department: Content & Documentation | Commitment: 4–8 hrs/week | Remote: Yes**

Technical Writers are responsible for creating clear, structured, and accurate documentation that supports Tech4Her's educational programmes, volunteer operations, and product outputs.

### Key Responsibilities

- Write, edit, and maintain programme curricula, user guides, and manuals
- Document internal processes, standard operating procedures (SOPs), and policies
- Translate complex technical concepts into accessible language for non-technical audiences
- Collaborate with instructors and programme leads to produce training materials
- Create templates, forms, and structured documents for volunteer and programme use
- Review and quality-check existing documentation for accuracy and clarity
- Maintain a version-controlled documentation repository

### Required Skills & Qualifications

- Strong technical writing and communication skills
- Experience writing user guides, manuals, SOPs, or similar documents
- Familiarity with tools such as Notion, Confluence, Google Docs, or GitBook
- Ability to work with subject matter experts to gather and structure information
- Knowledge of Markdown, basic HTML, or documentation frameworks is a bonus

## 5.4 Growth Lead

**Department: Strategy & Growth | Commitment: 6–10 hrs/week | Remote: Yes**

The Growth Lead drives the expansion of Tech4Her's community, partnerships, and impact metrics. This is a strategic role that requires analytical thinking, creativity, and a deep understanding of digital growth levers.

### Key Responsibilities

- Develop and execute community growth strategies across digital and physical channels
- Identify new opportunities to expand Tech4Her's reach across Africa and globally
- Run growth experiments, A/B tests, and data-driven campaigns
- Manage and grow the Tech4Her email subscriber list and WhatsApp communities
- Analyse growth metrics (signups, engagement, retention) and report findings
- Collaborate with marketing, content, and partnerships teams to align growth efforts
- Develop referral programmes and ambassador campaigns

### Required Skills & Qualifications

- Experience in growth marketing, digital marketing, or business development
- Proficiency in analytics tools (Google Analytics, Meta Business Suite, Mixpanel)
- Strong understanding of funnel optimisation and community-led growth
- Data-driven mindset with strong problem-solving skills
- Experience scaling communities, programmes, or products is a strong advantage

## 5.5 Graphics Designer / Brand Manager

**Department: Design & Branding | Commitment: 4–8 hrs/week | Remote: Yes**

The Graphics Designer and Brand Manager ensures that all visual outputs of Tech4Her reflect a consistent, professional, and inspiring brand identity. This role is central to how the world perceives Tech4Her.

### Key Responsibilities

- Design visual assets including social media graphics, banners, flyers, and pitch decks
- Maintain and enforce the Tech4Her Brand Style Guide across all materials
- Collaborate with content and media teams to produce cohesive campaign visuals
- Create templates for recurring content (announcements, testimonials, newsletters)
- Design programme branding, event materials, certificates, and merchandise mockups
- Develop and iterate on the Tech4Her visual identity as the brand evolves

- Perform quality control on all published visual assets

### Required Skills & Qualifications

- Proficiency in Canva, Adobe Illustrator, Figma, Photoshop, or equivalent tools
- Strong portfolio demonstrating graphic design work across digital formats
- Understanding of brand consistency, typography, and colour theory
- Ability to work within brand guidelines while bringing creative ideas
- Experience in brand management or identity design is a strong advantage

## 5.6 Partnerships & Fundraising Team

**Department: Strategy & Partnerships | Commitment: 6–10 hrs/week | Remote: Yes**

The Partnerships and Fundraising Team builds the strategic alliances and financial foundation that allow Tech4Her to operate, expand, and create impact at scale. This team identifies and cultivates relationships with corporates, NGOs, governments, and donors.

### Key Responsibilities

- Research and identify potential funding opportunities, grants, and corporate sponsors
- Develop compelling grant proposals, sponsorship decks, and pitches
- Build and manage relationships with existing and prospective partners
- Negotiate partnership terms, MOUs, and collaboration agreements
- Coordinate with the leadership team on fundraising strategy and targets
- Represent Tech4Her at stakeholder meetings, conferences, and networking events
- Track and report on partnership KPIs and funding pipeline progress

### Required Skills & Qualifications

- Experience in fundraising, business development, or corporate partnerships
- Excellent communication, negotiation, and relationship management skills
- Ability to write persuasive grant applications and partnership proposals
- Knowledge of the NGO, tech startup, and philanthropy funding landscape
- Strategic thinking and ability to identify win-win partnership opportunities

## 5.7 Mentors

**Department: Education & Community | Commitment: 3–6 hrs/week | Remote: Yes**

Mentors are experienced professionals who guide and support Tech4Her participants on their career journeys in tech. They serve as role models, advisors, and connectors, providing personalised guidance that helps women navigate their paths with confidence.

### Key Responsibilities

- Conduct regular one-on-one or group mentoring sessions with assigned mentees
- Provide career advice, accountability, and professional development support
- Share industry insights, experiences, and opportunities with mentees
- Review mentees' resumes, portfolios, and job application materials
- Connect mentees to networks, job openings, and learning resources
- Participate in Tech4Her community events, workshops, and AMAs (Ask Me Anything)
- Maintain consistent communication and check-ins with mentees throughout the programme

### Mentor Focus Areas Available

- Software Engineering & Development
- Blockchain & Web3 / Cryptocurrency
- Data Science & Artificial Intelligence
- Product Management & UX Design
- Cybersecurity & Cloud Computing
- Digital Marketing & Growth
- Entrepreneurship & Startup Funding
- Finance, Fintech & Investment

### Required Skills & Qualifications

- Minimum 5 years of professional experience in a relevant field
- Demonstrated commitment to women empowerment and inclusion
- Strong communication, empathy, and active listening skills
- Prior mentoring, coaching, or teaching experience is preferred

## 5.8 Instructors — Blockchain Expert

**Department: Education & Training | Commitment: 4–8 hrs/week | Remote: Yes**

Blockchain Instructors are subject matter experts who design and deliver high-quality training on blockchain technology, Web3, decentralised finance (DeFi), and related fields to Tech4Her programme participants.

### **Key Responsibilities**

- Develop structured curricula for beginner-to-advanced blockchain training modules
- Deliver engaging live sessions, workshops, and recorded video lessons
- Create practical assignments, case studies, and capstone projects
- Provide feedback and assessments on participants' assignments
- Stay updated with industry developments and update curriculum accordingly
- Collaborate with the technical writing team to document learning materials
- Recommend tools, wallets, testnets, and resources for hands-on learning

### **Suggested Teaching Areas**

- Introduction to Blockchain Technology & Distributed Ledgers
- Smart Contracts & Solidity Development
- DeFi — Decentralised Finance Protocols and Applications
- NFTs — Non-Fungible Tokens and Digital Ownership
- Web3 Development and dApp Building
- Crypto Fundamentals — Wallets, Transactions, and Security
- Blockchain for Social Impact & African Markets

### **Required Skills & Qualifications**

- Demonstrable expertise in blockchain development or blockchain strategy
- Prior teaching, training, or facilitation experience
- Ability to break down complex concepts for non-technical learners
- Certifications in blockchain (e.g., Certified Blockchain Expert, Ethereum Developer) are an advantage

## 5.9 Event Planner

**Department: Events & Programmes | Commitment: 5–10 hrs/week | Remote + Physical**

Event Planners coordinate and manage the successful delivery of all Tech4Her events, including virtual summits, bootcamps, networking sessions, graduation ceremonies, and community meetups.

### Key Responsibilities

- Plan, coordinate, and execute virtual and in-person Tech4Her events end-to-end
- Create and manage detailed event timelines, run-of-show, and logistics documents
- Liaise with speakers, facilitators, vendors, and technology platforms
- Manage event registration, attendance, and communication with participants
- Coordinate with marketing and design teams for event branding and promotion
- Oversee virtual platform setup (Zoom, Hopin, Google Meet, StreamYard)
- Collect post-event feedback and compile reports for continuous improvement

### Required Skills & Qualifications

- Proven event planning or project management experience
- Strong organisational skills, attention to detail, and ability to multitask
- Proficiency in project management tools (Trello, Asana, Notion)
- Experience managing virtual events and video conferencing platforms
- Excellent communication and stakeholder management skills

## 5.10 Podcast Host

**Department: Media & Communications | Commitment: 3–6 hrs/week | Remote: Yes**

The Podcast Host leads the production and hosting of the official Tech4Her podcast, a platform dedicated to amplifying the voices of women in tech, sharing inspiring stories, and exploring trending topics in technology, entrepreneurship, and digital empowerment.

### Key Responsibilities

- Research, develop, and pitch episode topics and guest suggestions
- Conduct engaging interviews with guests including founders, engineers, policymakers, and educators
- Write scripts, episode outlines, intro/outro narratives, and show notes
- Collaborate with the media team for audio editing, production, and distribution

- Grow and engage the podcast audience across Spotify, Apple Podcasts, and YouTube
- Promote episodes across Tech4Her social media channels
- Monitor podcast analytics and propose strategies for audience growth

### **Required Skills & Qualifications**

- Excellent verbal communication, presentation, and interviewing skills
- Confident, articulate, and engaging on-air personality
- Prior experience hosting, presenting, or producing content in audio/video format
- Basic audio editing skills (Audacity, GarageBand, Adobe Audition) are an advantage
- Strong curiosity about technology, women empowerment, and African innovation

## **5.11 Community Manager**

**Department: Community & Engagement | Commitment: 4–8 hrs/week | Remote: Yes**

The Community Manager is the heartbeat of the Tech4Her community — building belonging, facilitating engagement, and ensuring that every member feels welcomed, informed, and inspired to participate.

### **Key Responsibilities**

- Manage and moderate Tech4Her communities on WhatsApp, Telegram, Discord, and Circle
- Welcome new members and guide them through onboarding resources
- Plan and execute community engagement activities, challenges, and discussions
- Escalate issues and respond to member enquiries promptly
- Collaborate with marketing and content teams to share updates across communities
- Track community metrics — growth, activity, retention, and sentiment
- Develop community newsletters, digests, and weekly roundups

### **Required Skills & Qualifications**

- Strong interpersonal skills and genuine love for community building
- Experience managing online communities or social groups
- Ability to stay organised and manage multiple channels simultaneously
- Empathy, conflict resolution skills, and a welcoming personality

## 5.12 Social Media Manager

**Department: Marketing & Communications | Commitment: 5–8 hrs/week | Remote: Yes**

The Social Media Manager develops and executes Tech4Her's social media strategy, building an engaged, growing audience that reflects our brand values and amplifies our mission across all major platforms.

### Key Responsibilities

- Develop and manage a monthly social media content calendar
- Create and publish engaging posts across Instagram, LinkedIn, X (Twitter), Facebook, and TikTok
- Monitor comments, DMs, and mentions to engage with followers in real-time
- Analyse platform analytics and provide monthly performance reports
- Run targeted social media campaigns and sponsored posts to grow reach
- Coordinate with content creators and designers to ensure timely and on-brand publishing
- Stay ahead of platform algorithm changes, trends, and best practices

### Required Skills & Qualifications

- Proven experience managing social media accounts for a brand, NGO, or startup
- Proficiency in scheduling tools (Buffer, Hootsuite, Later)
- Strong writing, editing, and visual storytelling skills
- Analytical mindset with experience interpreting platform insights and analytics

## 5.13 Web / App Developer (Technical Volunteer)

**Department: Technology | Commitment: 5–10 hrs/week | Remote: Yes**

The Technical Volunteer supports the development, maintenance, and optimisation of Tech4Her's digital platforms including the website, volunteer portal, learning management system, and mobile tools.

### Key Responsibilities

- Build, update, and maintain the Tech4Her website and web applications
- Develop features for the volunteer management portal and learner dashboard
- Ensure website is optimised for speed, SEO, and mobile responsiveness
- Debug issues, fix bugs, and implement security patches as required

- Integrate third-party tools including payment processors, CRMs, and form builders
- Collaborate with designers to implement UI/UX improvements
- Document all technical work and maintain a clean codebase

### Required Skills & Qualifications

- Proficiency in HTML, CSS, JavaScript, and at least one frontend or full-stack framework (React, Vue, Next.js)
- Experience with CMS platforms (WordPress, Webflow, Framer) is an advantage
- Familiarity with version control (GitHub/GitLab)
- Knowledge of REST APIs, database management, and deployment (Vercel, Netlify, AWS)

## 5.14 Research & Data Analyst

**Department: Strategy & Research | Commitment: 4–8 hrs/week | Remote: Yes**

The Research and Data Analyst supports evidence-based decision making at Tech4Her by gathering, analysing, and presenting data on programme effectiveness, beneficiary impact, and sector trends.

### Key Responsibilities

- Design and administer surveys, interviews, and focus groups to collect programme data
- Analyse quantitative and qualitative data to measure programme outcomes and impact
- Produce research reports, impact assessments, and data visualisations
- Track key metrics across volunteer engagement, participant progress, and community growth
- Research trends in women in tech, digital inclusion, and education in emerging markets
- Support grant reporting with data evidence and impact storytelling

### Required Skills & Qualifications

- Proficiency in data tools (Google Sheets, Excel, Python, R, or Tableau)
- Experience in research design, survey methodology, and qualitative analysis
- Strong report writing and data visualisation skills
- Background in social research, statistics, economics, or related discipline

## 5.15 Legal & Compliance Advisor (Pro Bono)

**Department: Legal (Pro Bono) | Commitment: 2–4 hrs/week | Remote: Yes**

Legal and Compliance Advisors contribute their professional expertise on a pro bono basis to ensure that Tech4Her operates with full legal integrity across all jurisdictions it serves.

### **Key Responsibilities**

- Provide pro bono legal guidance on organisational structure, contracts, and compliance
- Review partnership agreements, MOUs, and volunteer contracts
- Advise on data protection obligations (GDPR, NDPR, and other applicable regulations)
- Support intellectual property registration and content licensing queries
- Assist in developing legally sound policies for volunteers, participants, and donors
- Flag emerging regulatory considerations relevant to Tech4Her's programme activities

### **Required Skills & Qualifications**

- Qualified legal professional (LLB, BL, or equivalent), admitted to the bar
  - Knowledge of NGO law, data privacy, and international compliance frameworks
  - Experience in contract law, IP, or non-profit governance preferred
-

## 6. VOLUNTEER COMMITMENTS & CODE OF CONDUCT

---

All volunteers accepted into the Tech4Her Global Initiative are expected to uphold the following standards throughout their engagement.

### 6.1 General Commitments

- Honour the agreed time commitment for your role throughout the programme period
- Attend mandatory onboarding sessions and role-specific orientation meetings
- Communicate proactively with your team lead if you are unavailable or need support
- Complete assigned tasks to a professional standard and within agreed deadlines
- Represent Tech4Her with integrity in all public and professional interactions
- Submit a formal request a minimum of two weeks in advance if you need to withdraw

### 6.2 Code of Conduct

- Treat all members of the Tech4Her community with respect, dignity, and inclusion
- Maintain a zero-tolerance stance on harassment, bullying, discrimination, or exclusion
- Protect the confidentiality of internal communications, programme data, and participant information
- Do not engage in conflicts of interest or represent competing organisations without disclosure
- Uphold Tech4Her's brand standards — do not publish unofficial content or speak on behalf of the organisation without approval
- Report any safeguarding concerns, misconduct, or ethical breaches to the Volunteer Coordinator immediately

---

## 7. BENEFITS & RECOGNITION

---

Tech4Her values every volunteer's time and contribution. As a token of appreciation and to support your professional growth, all active volunteers receive the following benefits:

### 7.1 Volunteer Benefits

- Official Tech4Her Volunteer Certificate upon completion of term
- Professional LinkedIn endorsement from the Tech4Her leadership team
- Access to exclusive Tech4Her learning resources, workshops, and events at no cost
- Priority consideration for paid roles as the organisation grows

- Invitation to the annual Tech4Her Global Volunteer Appreciation Summit
- Featured profile in the Tech4Her Volunteer Spotlight series
- Access to the Tech4Her Alumni Network for ongoing mentorship and opportunities
- Reference letters available upon request for exceptional contributors

---

## 8. APPLICATION & ONBOARDING PROCESS

---

All volunteer applications go through a structured process to ensure the best fit for both the applicant and Tech4Her.

### 8.1 Application Steps

#### 1. Step 1 — Apply Online

Complete the Volunteer Application Form on the official Tech4Her website. Ensure all required fields are filled accurately before submission.

#### 2. Step 2 — Application Review

The Volunteer Coordination Team reviews all applications within 5–7 business days. Shortlisted candidates are contacted via the email provided.

#### 3. Step 3 — Screening Interview

Shortlisted applicants are invited to a short virtual screening interview (20–30 minutes) with a member of the volunteer team or programme lead.

#### 4. Step 4 — Role Assignment

Successful applicants receive an official offer letter via email, confirming their role, team, and start date.

#### 5. Step 5 — Onboarding

New volunteers complete a mandatory onboarding session covering Tech4Her's mission, tools, communication protocols, and role-specific expectations.

#### 6. Step 6 — Integration

Volunteers are introduced to their team, assigned a buddy or line manager, and begin contributing according to their agreed schedule.

### 8.2 Contact Information

For enquiries regarding the volunteer programme, please reach out through the following channels:

Field	Details
Programme Email	volunteer@tech4herglobal.org
Website	www.tech4herglobal.org/volunteer
Social Media	@Tech4HerGlobal on LinkedIn, X (Twitter), and Instagram
WhatsApp Community	Available upon application approval
Volunteer Coordinator	Contact details provided upon onboarding

**Tech4Her Global Initiative — Empowering Women Through Technology | Volunteer with Purpose. Lead with Impact.**

*End of Volunteer Programme Documentation*

Version 1.0 | Tech4Her Global Initiative | 2025