

Volunteer Role Description

Volunteer Role	Fundraising and Events Volunteer
Service/Department	Fundraising and Events
Manager/Point of Contact	Amy Heathcote
Preferred days or times for volunteer availability (if any)	<i>Various shifts Mon-Sunday (dependant to what fundraising and events are going on)</i>
Role Description	
<p>Summary of Volunteer Role:</p> <p>We are looking for fundraising volunteers to join our small growing fundraising and events department with big plans. You will be providing administrative, research and events support to our fundraising team. Your work will be essential in providing excellent donor care to our supporters, as well as assisting with the smooth running of the office and fundraising activities.</p> <p>Age Concern Southend are at the beginning of their Fundraising journey and the fundraising volunteer role is currently a generic volunteering role however the key duties below are included but not limited too. As this is phase one for the charity there may be elements not specifically mentioned that may come up over the next 6 months which will then fit in to the volunteer duties under the fundraising volunteer role.</p> <p>The duties below will apply to some roles and not others and in the lead up to fundraising events we will have a plan defining each role needed to make that a success.</p> <p>As this is a new role flexibility is key – volunteers can either sign up on an as and when basis, helping at events throughout the year or sign up on a more rota’d basis i.e. 4 hours every Monday.</p> <p>By volunteering with us, you will have the opportunity to gain first-hand experience of working for a charity and will contribute to our work supporting and empowering the older people in our community, whilst learning new skills.</p>	
<p>Key Duties:</p> <p>As a Fundraising Volunteer typical tasks include –</p> <ul style="list-style-type: none"> • Promoting our campaigns and any events we have going on at Age Concern Southend either within our Community Hub or out in the community at various locations. • Includes representing the charity at events within the community. This can include local festivals, fayres and stands down the high street. • Distribute and place collection tins around the community and collect the tins once they are full to bank the money. • Speaking to small groups and at events to tell them about our work, what we do as a charity and how someone can support us. • Providing thank you notes to our donors when they make donations and support the charity. 	

Volunteer Recruitment Service | Role Description Template

- Helping with administrative tasks i.e. inputting data on ETapestry, creating online forms for events and emails to send out, distributing leaflets and publications.
- Helping with collection tin collection days – these can be outside in other locations such as supermarkets, schools and football matches.
 - Acting as a marshal at public events e.g. supervising parking and event entrances.
 - Assisting with the planning and set up of events before the event starts and close down after – this can include early starts and later finishes.
 - Researching what other charities and organisations are doing in the area and finding opportunities for us to use to our advantage.

What we are looking for –

- Friendly and approachable people.
- Confident people who feel happy to engage with the public.
- Reliable attitude, staying connected to the Volunteer co-ordinator and Fundraising and event manager.
- Ability to maintain confidentiality and keep information safely.
- Access to public transport or a car to get to events.
- Positive attitude, willingness to work outside in all weather and at different locations if needed.

Additional Internal Information

Aiming to be fill position by date	
Form submitted date	
Form submitted by	
Form to be completed and sent to	Leah-May Carter Befriending Service & Volunteer Recruitment Manager