

Role Description

Fundraising Volunteer



Role	Fundraising Volunteer
Responsible to	Business Operations Manager
Application deadline	Ongoing

Role Summary

Raising funds from the public can be very rewarding and enjoyable. Fundraising volunteers play a vital role in helping to ensure UKESS can continue achieving their aims and objectives; income generation is fundamental to our continued success. As a volunteer fundraiser, we will support you to organise your own events, support others and encourage other volunteers to fundraise for the organisation. The role is flexible to suit your commitments and interests.

Duties and Responsibilities

A UKESS Fundraising Volunteer will:

- Organise and lead the planning and management of fundraising events
- Attend and support events organised by UKESS
- Develop new fundraising and event ideas
- Work with the fundraising team to prospect major donors
- Identify potential business and community partners
- Encourage others to fundraise or volunteer for us
- Assist with general fundraising activities as needed
- To source organisations and contacts to provide auction and raffle prizes

Skills and Behaviours you will need

- Organised, methodical and reliable
- A professional, friendly and outgoing manner
- Comfortable using the internet and email
- Ability to handle money
- Organisational and administrative skills
- Strategic and thorough in record keeping
- Interpersonal, Negotiating and Influencing skills
- Detail orientated with excellent time management skills
- Works well independently and as part of a team
- Committed to our values
- Ability to build strong relationships with new people and organisations
- Previous fundraising or event/ project management experience would be a bonus

Successful Applicants

If you are successful in your application, you will be;

- may be required to provide a copy of your Enhanced DBS check, or complete an application for one
- required to sign a volunteer, confidentiality and data protection agreement
- provided with ongoing supervision and support meetings
- provided with relevant training

Commitments

The position is offered on a flexible basis with no fixed term or hours, allowing you to give as much or as little time as you want. Whether your volunteering journey with us is long or short we are transparent about our commitment to you and what we expect from our volunteers.

Benefits

This position provides valuable experience for fundraising management and event planning. Volunteers are highly valued members of the UKESS team and family, together we contribute to making a significant difference to UKESS' ability to achieve their aims and objectives.

Volunteering will provide you with an opportunity to;

- make a difference to the lives of others
- meet new people and make new friends
- develop confidence and self-esteem
- feel valued and be part of a team
- develop new skills, knowledge and experience
- build on existing experience and knowledge
- improve employment prospects
- enhance a curriculum vitae (CV)
- gain accreditation

***Please note:** Voluntary roles are not a prelude to paid employment with the organisation. If opportunities for paid employment arise, these will be advertised and volunteers who apply will be considered against the same criteria as other applicants.*

Contact Details for recruitment

Contact Name: Lauren Harrison

Email: recruitment@ukemergencysupport.org

If you have any questions about the recruitment process for this role you should contact the person above by email. General enquiries about volunteering can be made by calling **0330 133 0050**.

General Information for Volunteers

Recruitment Methods

To become a volunteer for UKESS you will be asked to complete an application and provide references. Depending on the nature of your role, you may be required to undergo an Enhanced Disclosure and Barring Service (DBS) check. You will also be required to complete an induction day and receive training relevant to your role. You will only be able to begin volunteering once the necessary checks relevant to your role have been completed.

Enhanced Disclosure and Barring Service (DBS) checks

Confirmation of your appointment will be subject to the receipt of a satisfactory Enhance DBS check if, during the course of your role, you are likely to carry out tasks with, or in supervision of, children or vulnerable adults.

Confidentiality

All information concerning volunteers, employees and patients shall be treated as strictly confidential at all times.

Equal Opportunities

It is the aim of UKESS to ensure that no one receives less favourable treatment on the grounds of age, sex, race, colour, religion, marital status, sexuality or disability; or, is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Everyone shall adhere to our equal opportunities policy and ensure that diversity is valued throughout UKESS.

Data Protection

If you have contact with data systems, computerised or otherwise, you are required to obtain, process and/or use the information in a fair and lawful way; to hold data only for the specific registered purpose; and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

Expenses

Volunteering for UKESS should not cost you anything. We will reimburse all legitimate, reasonable and pre-agreed, out of pocket expenses incurred during your volunteering placement with us. You should talk to your appointed manager to confirm what expenses you can claim.

Review of this description

This role description is intended as an outline indicator of general areas of activity and will be amended according to the changing needs of UKESS. This role description is to be reviewed in conjunction with the volunteer on an annual basis as part of the support and supervision process.

Internal Use Only

Department	Volunteering HQ Northamptonshire
Initials	MP
Date developed	January 2020
Review Date	January 2021