



Fundraising Volunteer: Role Description

Role Title: Fundraising Volunteer

Reporting to: Director of Development

Wiltshire Treehouse is a small charity based in Swindon which supports bereaved children, young people, and their families. We provide a range of support services including advice and guidance to families and professionals, a family programme (for primary aged children and their parents/guardians), and a group for young people (secondary school aged). Services are delivered within Swindon and Wiltshire for residents and schools.

Role Description: This role is within a small team which consists of paid staff, volunteers, and trustees all of whom are passionate about the work we do.

This is an exciting opportunity within an expanding charity with a friendly supportive environment, in which to do very rewarding work. Volunteers should have an interest in fundraising and promotional work and have a deep empathy for the objectives of the charity. A self-starter who can work from their own initiative, but within an inclusive team would be welcomed. Likewise, strong organisational skills are a must.

The role itself is flexible to the commitment the applicant can make – and can be amended to suit your skills, interests, and time you can spare. We involve ourselves in traditional fundraising activities such as bake sales and summer fetes, however we welcome thinking outside the box and any new and innovative ways of raising our funds and profile - particularly during times of social restrictions.

Examples of past fundraising schemes include:

- Sponsored events
- Festive Memory Decoration kits
- Raffles
- Family Fun Day
- Easter Egg Trail
- Craft stalls

All volunteers are subject to an enhanced DBS check, at the expense of the charity. Reasonable out of pocket expenses can also be paid, for example travel costs, with prior agreement of the budget manager.

Hours required: There are no standard hours required – we welcome any time you can spare no matter how little. It all helps a wonderful cause.

Skills and Experience: Experience is welcomed but not essential and ideally our Fundraising Team would consist of various backgrounds and strengths. You may have a great ability to network and chat with strangers at events, or you may prefer using your IT and writing skills to promote us online and via social media.

GENERAL INFORMATION

Equal Opportunity

All volunteers must comply with Treehouse Operational Policy “Equal Opportunity” section and must not discriminate on the grounds of race, colour, nationality, ethnic or national grounds, sex, marital status, disability, or any other grounds which cannot be shown to be justifiable.

Health and Safety

All volunteers are subject to the requirements of the Health & Safety at Work Act. Volunteers must ensure that their methods do not endanger themselves or others.

Data Protection/Confidentiality

All volunteers are subject to the requirements of the Data Protection Act 2018 and must maintain strict confidentiality in respect of client records and information.

Variation

This role profile is not intended to be a complete list of duties and responsibilities but as a guide for information.

Key Dates 2021

Applications open 1st June – 31st July 2021 (we reserve the right to close applications early if we receive sufficient interest)

Interviews by phone or video call – August 2021.