

## Central Services: Community Fundraising Volunteer

### Role Description

#### Summary:

Are you fizzing with fundraising ideas? Are you equally at home organising a cake sale as a sponsored Digital Detox? Then we need your energy and initiative to help us. Raising extra funds means we can provide a wider range of services. Whether you have experience of organizing fundraising appeals or are just enthusiastic about helping, we need you!

DBS check required.

**Location:** Sutton Carers Centre and Local Community Events

**Commitment:** attend Community Fundraising Group, approximately every 6 – 8 weeks for 1-2 hours plus undertaking community work as agreed within the Fundraising Committee

#### Key tasks:

You will be a member of the Community Fundraising Working Group, working with other Committee members, you will be:

- Developing local/community fundraising and awareness events;
- Manning a stall at an event;
- Putting up posters or handling out flyers;
- Delivering a presentations
- Approaching individuals, schools, universities, shops and commercial organisations for sponsorship and donations.

#### What we're looking for:

- A clear communicator who can adapt how they communicate for a variety of audiences
- Willingness to undertake mandatory training courses.
- Enjoys working as part of a team.
- Previous knowledge and experience of fundraising would be particularly appreciated, but not essential.
- All of our volunteers and staff work within the Centre's Confidentiality, Safeguarding and Equal Opportunity and Diversity Policies.

## What we provide:

- Supervision and support from the Office Manager.
- Induction and training.
- Reimbursement for travel expenses.
- References can be provided after 6 months of volunteering.
- A friendly and supportive atmosphere where you can learn new skills, make new friends and challenge yourself.
- The satisfaction that you are making a real and lasting difference to Young, Young Adult and Adult Carers.
- Developing new skills and putting existing skills to good use

### Main funders:



Sutton Carers Centre is a company Limited by Guarantee with Charitable Status Registered Company Number 3353573, Registered Charity Number 1062302.