****

**Community Fundraiser**

VOLUNTEER ROLE DESCRIPTION

**PURPOSE**

Support the Age UK East Sussex Fundraising and Marketing Team by establishing, setting up and running local fundraising activities that produce income to support the work of the charity.

**ROLE OF THE VOLUNTEER**

* Create financially viable fundraising activities which can produce income to help pay for the charities services. For example; cake sales, gigs, craft fairs, sponsored walks, swap shops etc. We can help you with planning to see if your ideas will work and provide support with all health and safety and legal requirements.
* Advertise your activities to maximise participation.
* Liaise with the Age UK East Sussex fundraising team throughout.

**SKILLS AND ATTRIBUTES NEEDED**

* Creative and full of ideas
* Good communication skills
* Budgeting skills
* Marketing skills
* Trustworthy and reliable

**SCOPE**

* This is a locally based role, working from home, covering a small region such as a town or village.
* It is envisaged that the role would take approximately 2 – 3 hours per week on a non activity week and hours as required when the local fundraising team is carrying out activities.
* The post holder would require their own IT equipment and mobile phone. Reasonable travel and telephone expenses incurred as part of the role will be reimbursed.

**AS A VOLUNTEER WE WOULD ASK YOU TO**

* Support the Mission and Vision of Age UK East Sussex by helping us to ensure that our county is a place where people in later life flourish.
* Attend all training and information days and group meetings.
* Participate in regular one to one supervision with your line manager.
* Adhere to Age UK East Sussex confidentiality and equal opportunities policies maintaining discretion and confidentiality at all times.

**AS A VOLUNTEER WE WILL OFFER YOU**

* An induction and ongoing training with support sessions if required.
* Reimbursement of travelling expenses.
* Full recognition of the time, energy and skills volunteers freely give - for example long service and merit awards.
* The opportunity to be part of a friendly team.
* Respect for volunteer’s limitations, both in time and emotional involvement.
* The opportunity to meet other volunteers and attend occasional social events.
* The opportunity to be involved in the planning and development of Age UK East Sussex.
* Appropriate insurance cover - to protect you whilst you are acting on behalf of Age UK East Sussex.
* The opportunity to enhance your skills in fundraising and marketing.

**We place great value on our volunteers - who bring so much to the organisation. Their time, energy and commitment are recognised and greatly appreciated.**

For full information about this role and to see if you meet the skill requirements please contact

Volunteer Administrator

Age UK East Sussex

54 Cliffe High Street

Lewes BN7 2AN

Tel: **01273 476704**

Email: volunteers@ageukeastsussex.org.uk

|  |  |
| --- | --- |
| http://www.catch-22.org.uk/Images/IiV_rgb_100.jpg?id=a9a95532-59d4-40c2-ac2a-9e67010f440f | This year Age UK East Sussex has been awarded the Investing in Volunteers accreditation. This shows our commitment to all our volunteers and how we recognise that it is their energy, time and commitment which makes our organisation.  |