

## FUNDRAISING & MARKETING VOLUNTEER ROLE DESCRIPTION

**PURPOSE** – To support the Age UK East Sussex Fundraising and Marketing Team at our head office (Hampden Park) with our fundraising and marketing activities.

**REPORTS TO** – the Fundraising and Marketing Coordinator

### **ROLE OF THE VOLUNTEER**

- Provide administration support to the Fundraising and Marketing team
- Assist in applications for funding
- Assist in the preparation of marketing materials
- Assist in the research of local events and funding opportunities
- Pack and distribute mailings and fundraising materials
- Enter information into the fundraising database and charity website


### **SKILLS AND ATTRIBUTES NEEDED**

- Good communication and interpersonal skills
- Good administration and organisational skills
- Experience using Microsoft Office
- Trustworthy, friendly and reliable

### **AS A VOLUNTEER WE WILL OFFER YOU**

- A full induction and ongoing training with support sessions as required
- Reimbursement of out of pocket travelling expenses
- Full recognition of the time, energy and skills volunteers freely give
- The opportunity to be part of a friendly team
- The opportunity to meet other volunteers and attend social events
- The opportunity to be involved in the development of Age UK East Sussex
- Appropriate insurance cover
- The opportunity to enhance your skills in fundraising and marketing.

For full information or to apply for this role please contact the volunteer administrator on: **01273 476704** or [volunteers@ageukeastsussex.org.uk](mailto:volunteers@ageukeastsussex.org.uk)

 The logo for 'Investing in Volunteers' features a large orange checkmark inside a circle. The words 'INVESTING IN' are written in red along the top inner edge of the circle, and 'VOLUNTEERS' is written in red along the bottom inner edge.	Age UK East Sussex has been awarded the <b><i>Investing in Volunteers</i></b> accreditation. This shows our commitment to all our volunteers and how we recognise that it is their energy, time and commitment which helps make our organisation a great success.
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