

## Fundraising Events - Volunteer Role Description

**PURPOSE** - To support the Age UK East Sussex Fundraising and Marketing Team in setting up and running local fundraising events and activities which produce income to support the work of the charity.

**REPORTS TO** – The Events Coordinator

### **ROLE OF THE VOLUNTEER**

- To support the Events Coordinator at our regular fundraising events; mainly at weekends throughout the year.
- Organise and order stock, prepare for events in advance, set up display materials/prizes, ensure high quality presentation at all times, advocate for the charity's work with members of the public, some carrying/lifting of items may be necessary depending on physical ability.
- Once fully trained, we may ask you to run your own fundraising events. For example; cake sales, gigs, craft fairs, sponsored walks, swap shops etc. We will help you with planning and provide support with health and safety and legal requirements.

### **SKILLS AND ATTRIBUTES NEEDED**

- Creative and full of ideas
- Good communication skills
- Trustworthy, friendly and reliable

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

- A full induction and ongoing training with support sessions as required
- Reimbursement of 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)



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 helps make our organisation a great success.