**Volunteer Role Description**

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| **Title:** | Volunteer Fundraiser |
| **Main purpose & overview of role** | We are looking for friendly and enthusiastic volunteers to support our Community Fundraiser manager with our fundraising activities.Each year we get a number of grants from the local authorities and NHS which help fund our core services. Additional activities are funded from donations and money raised from our fundraising events.Being a Fundraising Volunteer is very flexible, helps develop skills and provides the opportunity to help us out as little or as often as you feel comfortable with. |
| **Responsibilities and activities** | Tasks can be wide ranging and varied. Typical activities can include the following:* Support the community fundraiser and fellow volunteers in, planning and delivering events and activities to raise funds and awareness of the work of Age UK HHB;
* Supporting the community fundraiser at events greeting and registering participants, cheering on participants at challenge events, selling raffle tickets promoting our services;
* Helping with admin including–processing donations/information onto the fundraising database, photocopying, filing, writing letters;
* Publicising fundraising events and activities within the local community;
* Supporting collections and community fundraising events;
* Pro-actively seeking new opportunities to raise awareness and funds for Age UK HHB;
* Helping deliver talks/presentations to local community groups and schools with community fundraiser;
* Thanking donors/supporters.
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| **Qualities and experience required** | No formal experience is needed, as all necessary training will be given, but ideally you will:* Be enthusiastic about helping a local charity to support local older people;
* Be trustworthy and reliable;
* Have excellent communication and team working skills;
* Have the desire to find out more about the work of Age UK Hillingdon, Harrow & Brent;
* Have flexibility and the willingness to volunteer;
* Keep up-to-date with the work of Age UK Hillingdon, Harrow & Brent to represent the charity in a professional manner.
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| **A commitment to the role and time required** | As it takes an amount of time and resource to welcome new volunteers on board, we would appreciate it if you pledged to support us initially for a minimum of 3 months.Flexible/Ad hoc depending on fundraising events |
| **What can you expect from volunteering at Age UK Hillingdon** | * You will be given an induction and any necessary training for this role;
* Community fundraiser will help and support you when volunteering;
* You will be able to develop new and existing skills in areas such as fundraising events, database and computer skills;
* Fundraising is fun and rewarding and a great way of meeting new people;
* You will have the opportunity to make a real difference to the lives of local older people;
* Volunteers can claim all reasonable and previously agreed expenses (such as for travel or reimbursement for items purchased);
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| **Still interested?** | Please contact **Wendy Snelling** on **0208 756 3068**. or e-mail fundraising@ageukhhb.org.uk for further details. |

**Age UK Hillingdon, Harrow and Brent is committed to safeguarding and promoting the welfare of all older people and children within the London Boroughs of Hillingdon, Harrow and Brent**