

**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. |
| **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. |
| **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); |
| **Still interested?** | Please contact **Wendy Snelling** on **0208 756 3068**. or e-mail [fundraising@ageukhhb.org.uk](mailto: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**