**Volunteer role description**

**Fundraising Group**

Responsible to: Claire Nethersole, Community Fundraiser

Hours : Flexible approximately 1 evening a month

Location: Wimbledon

This role involves joining a small group of volunteers to organise events and activities which raise much needed funds. We want to encourage more use of our services and more participation in activities at Age UK Merton by providing an excellent service and a warm welcome. Our volunteers are invaluable in this! This role description sets out the main areas of responsibility.

**Key Tasks:**

* Attend monthly meetings in order to organise fundraising activities for Age UK Merton
* Think creatively to identify fundraising opportunities and activities
* Arrange local fundraising events (ideas will be provided)
* Encourage others to support Age UK Merton
* Working closely with Claire the Community Fundraiser at Age UK Merton

**Personal Specification:**

* Good team player
* Organised and self-motivated
* Ability to encourage others to support a charity
* Some experience of events would be preferable but not essential
* Good verbal and written communication skills
* Professionalism
* Ability and willingness to work within Age UK Merton’s policies and procedures

**What will you get out of this role**

* A sense of achievement as you raise much needed funds for Age UK Merton
* Meeting other like-minded people in your local area
* Being involved in a wide range of exciting events and activities