

### **Mission Statement**

*Age UK Plymouth exists to care for and work with older people and their carers in and around the City of Plymouth to improve their quality of life through the promotion of choice, opportunity and independence.*

### **Purpose of Role**

To assist with the development of fundraising and marketing to increase income streams to support and maintain the essential services that Age UK Plymouth provides.

### **Main Duties:**

- To assist the Fundraising & Marketing Manager in researching and identifying potential funders (Grants & Trusts) to support the work of Age UK Plymouth
- To prepare, analyse and document research information for application purposes
- To assist with the preparation of funding applications
- To assist with the management of the Funding Opportunity Calendar
- To assist in researching opportunities for Corporate and Business support

### **Person Specification:**

- Computer literate with ability to use online research resources
- Ability to prepare and maintain information spreadsheets & databases
- Ability to write clearly and keep accurate notes
- Knowledge/Experience of funding applications would be an advantage
- Ability to work as part of a team and form productive relationships
- Willingness to attend Induction Course and undertake ongoing training appropriate to the role

### **Hours of volunteering support:**

Morning, afternoon or full day sessions. Primarily based at our Head Office, River View Centre, Mount Gould, Plymouth.

### **Responsible to:**

Fundraising & Marketing Manager.