

Volunteer role profile: Community Engagement & Fundraising Volunteer

About Age UK Sutton

Age UK Sutton is an independent, local charity whose mission is to make the London Borough of Sutton a more age friendly place through delivery of services, working in partnership and influencing change. The charity provides a range of services and support for older people in Sutton including Information & Advice, befriending, Help at Home, activities and social opportunities.

What does a community engagement & fundraising volunteer do?

Community engagement & fundraising volunteers will support Age UK Sutton with a wide range of activities and events to raise awareness of the work we do in the local community and support the fundraising team in the generation of funds. These funds help us to do more to make Sutton a more age friendly place.

As a community engagement & fundraising volunteer, you will be working with our small team to ensure all activities and events are safe, efficient and effective in order to generate income and make an impact on the local community.

Is it for me?

Are you looking for a new opportunity in your local community? Age UK Sutton is looking for enthusiastic team players who can bring people together to raise awareness of Age UK Sutton's profile and the work we do to support older people. We are looking for local people across the Borough with lots of creative ideas and energy. Some experience of fundraising/events/sales would be desirable but not essential, as we have a range of opportunities to suit all.

Location: Across the London Borough of Sutton and here at the Age UK Sutton Office.

Role description:

We are looking for people who can offer time at one-off events throughout the year or spare a few hours in the office to help with research, administrative tasks and distributing promotional material throughout the borough.

We offer a range of volunteering opportunities to suit all. They include:

- Support local fundraising and engagement events
- Support at seasonal events
- Helping at regular activities groups that Age UK Sutton run
- Distributing promotional materials, posters and flyers across the borough
- Attending local networking events

- Helping with raffle ticket distribution and sales
- Support planning fundraising activity, including generating and testing new ideas

What will you get out of it?

- Develop fundraising skills
- Develop event management skills
- Meet new people
- Be active and engaged
- Add value to your local community
- Learn new transferable skills & enhance your CV
- You get to be part of a friendly team

As this is a new role, we expect the range of duties will develop over time and are committed to including volunteers in this process.

Skills and knowledge:

- Great people skills, approachable and friendly
- Organised, methodical, reliable
- Ability to handle money and good basic mathematics
- Good communication skills and confident talking to a wide range of people.
- Basic IT and telephone skills - training will be provided

Expectation:

We are looking for 2 types of volunteers-

- Those happy to help out with occasional events. (Minimum 2 per year)
- Those who are able to make a regular weekly commitment for at least 6 months
- All volunteers are expected to comply with Age UK Sutton policies including Equality and Diversity, Health and Safety and Confidentiality.
- All volunteers are expected to attend quarterly volunteer meetings and occasional mandatory training.

Further information:

- Expenses covered
- Reporting to Fundraising Manager
- DBS check may be required