

# Fundraising Volunteer - Events

<b>Purpose</b>	<p>Fundraising is essential to enabling us to achieve our goal to support local older people to live fulfilling and independent lives. The funds we raise enable us to keep our vital services running and to start new ones.</p> <p>We run a calendar of fundraising events throughout the year and our team of volunteers provide invaluable support for these – from supporting the planning of the events to helping on the day itself. Some of our volunteers even run their own fundraising events to raise vital funds for us.</p>
<b>Project Manager</b>	Community Fundraiser
<b>Time Commitment</b>	4-8 hrs a month
<p><b>Event Assistance:</b></p> <ul style="list-style-type: none"> <li>- We run a calendar of fundraising events through the year from quizzes to plant fairs to tea parties and our fundraising volunteers help us with both the planning and on the day itself.</li> <li>- In the lead up to the event this can involve sourcing gift donations and raffle prizes and planning the event itself</li> <li>- On the day it can involve setting up, manning a stall, helping with refreshments, selling goods and helping at the end to clear away</li> </ul> <p><b>Other Assistance:</b></p> <ul style="list-style-type: none"> <li>- Provide assistance and guidance to other volunteers assigned to help with the event</li> <li>- Chat to customers about our mission, activities and other opportunities to encourage sales and donations etc.</li> <li>- Feedback to Community Fundraiser after the event re successes, challenges etc</li> <li>- Help identify suitable external events to hold events and brainstorm ideas for new events</li> <li>- Research trends and potential partnerships that would support events</li> <li>- Plan and organise your own fundraising event from start to finish</li> </ul> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>- Passion for our organisation's cause and a commitment to making a positive impact.</li> <li>- Good interpersonal and organisational skills</li> <li>- Flexibility to work weekends or evenings as required by event schedules.</li> </ul>	

<p><b>What we expect from our volunteers</b></p> <ul style="list-style-type: none"> <li>• For you to be committed and reliable</li> <li>• For you to be aware of Health and Safety issues at all times</li> <li>• For you to work within Age UK Waltham Forest's Equal Opportunities Policy and Confidentiality Policy</li> <li>• For you to attend a one-off induction</li> </ul>	<p><b>What the volunteer can expect from us</b></p> <ul style="list-style-type: none"> <li>• You will receive an induction to the organisation and to your role</li> <li>• You will be provided with training and ongoing support</li> </ul>
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**DBS (formerly CRB) checks are required for Volunteer roles for one-to-one work with older people. We will arrange this for you if your role requires it and you will not incur any costs.**

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