



## **Volunteer Opportunity**

### **Volunteer Role**

#### ➤ Fundraiser

All the activities and services provided by the Feelgood Factory in the local community depend on funding being found to finance the work. As a result, fundraisers play a vital role in the provision of vital help for local people.

All sorts of people can be fundraisers because there is a lot of work to be done. Being a fundraising volunteer could involve running a stall at an event, speaking on behalf of the Feelgood Factory to potential supporters, attending cheque presentations or putting up posters. You would have the opportunity to organise events and engage the community in supporting us.

### **Responsibilities:**

Based on your personal interests and skills, your responsibilities could include any of the following:

- Support local fundraising and awareness events
- Manning a stall at an event
- Putting up posters or handing out flyers
- Helping out at a supermarket bag-packing event
- Attending cheque presentations
- Approaching individuals, schools, universities, local authorities, shops and commercial organisations for sponsorship and donations
- Work with the management team to write grant applications
- Assist with operating our donor care programme.
- Design/write fundraising communications.
- Identify ways we can improve our fundraising.

### **Other Duties:**

- To work well using own initiative
- To work within a community setting
- To ensure that donors and the public receive a quality service
- To work well with the public

- To ensure that all relevant training/induction is attended
- To adhere to Netherton Feelgood Factory policy and procedure
- To promote the work of Netherton Feelgood Factory
- To ensure that all data is collected in line with GDPR and Netherton Feelgood Factory policy
- Regular reporting to the relevant Manager/Staff Member

### **Training**

- Successful candidates will complete training to enable them to deliver the tasks detailed in the main duties and other duties sections.

### **Hours of Work**

- Flexible

### **Disclosure**

- Depending on the work to be undertaken it may be necessary for you to undertake an enhanced police disclosure (DBS)

### **Management Arrangements**

- The volunteer position will receive line management from Clare Browne (Fundraiser) in accordance with Netherton Feelgood Factory organisation structure

### **Volunteer Expenses**

- Volunteers will be reimbursed for out of pocket expenses, in line with Netherton Feelgood Factory expenses policy

### **Other**

- Volunteers will be provided with a logo t-shirt or sweatshirt, this will help the community to identify you easily when visiting the building.
- Volunteers will be provided with an ID badge

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