

# VOLUNTEER ROLES

Community Fundraising  
Support



|                                   |   |
|-----------------------------------|---|
| <b>Purpose</b>                    | To support the Fundraising team with activities related to fundraising, improving communication and the organisation of events.   |
| <b>Work Area</b>                  | Office Support, Fundraising, Awareness Raising  |
| <b>Key Activities</b>             | <p>As a Community Fundraising Support Volunteer, you'll gain excellent skills and experience in community fundraising and event organisation. You'll be working closely with our Community Fundraising Organiser and helping to ensure that George House Trust has an excellent public profile.</p> <p>Key tasks include:</p> <ul style="list-style-type: none"> <li>▪ Counting of community fundraising buckets and tins and preparation of tins for further distribution.</li> <li>▪ Assisting with distributions and mail outs.</li> <li>▪ Updating and checking contact details and entering this data onto Civi CRM (the system that we use to manage our contacts), to ensure efficient communication.</li> <li>▪ Helping with administrative tasks.</li> <li>▪ Promoting services and events at George House Trust.</li> <li>▪ Supporting the Fundraising team at external events.</li> </ul>  |
| <b>Time Commitment</b>            | This role is flexible and can be carried out during the hours of 09:00 – 17:00 Monday to Friday depending on your schedule. Your availability will be discussed with the Volunteer Co-ordinator as part of the recruitment process.   |
| <b>Location</b>                   | This role is based in the office at George House Trust  |
| <b>Skills/experience required</b> | <p>There is something for everyone when it comes to supporting George House Trust's Community Fundraising team. Due to the exciting range of tasks involved in Community Fundraising we will match your skills to a role during the recruitment process.</p> <p>Some of these skills may be needed as part of the role:</p> <ul style="list-style-type: none"> <li>▪ This role is most suitable for people who are confident and outgoing.</li> <li>▪ The role may require lots of face to face and phone contact with new people.</li> <li>▪ Open to receiving regular supervision and be accountable to your supervisor.</li> <li>▪ Open to your ongoing learning and development within this role.</li> <li>▪ Confidence in speaking to other people.</li> <li>▪ Fluency in English (written and spoken)</li> <li>▪ Strong writing skills</li> <li>▪ Attention to detail</li> <li>▪ Basic numeracy skills</li> <li>▪ Good IT skills</li> <li>▪ Very good organisational skills</li> <li>▪ To be able to work with people from a wide range of backgrounds.</li> <li>▪ Ability to work independently as well as part of a team</li> </ul> <p>If you have one or more of the skills listed above then we will find the role for you.</p> |

# Volunteer Role Description

|                                 |  |
|---------------------------------|--|
| <b>Training required</b>        | GHT Volunteer Induction Training   |
| <b>DBS required?</b>            | No   |
| <b>Supervision arrangements</b> | Supervision will be provided by the George House Trust Volunteer Co-ordinator  |
| <b>Further Information</b>      | For further information, or to get involved email <a href="mailto:volunteering@ght.org.uk">volunteering@ght.org.uk</a> |

