



Role Description

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| Title: | Fundraising Group Co-Ordinator |
| Accountable to: | Head of Community & Events |
| Location: | Your local area |
| Contract Type: | Voluntary |
| Commitment: | Flexible – minimum of 8hrs a month |

Could you help us find new fundraising opportunities?

Be the key contact for fundraising in your local community to raise money from a variety of activities such as collections, social events, supporting our national campaign.

Don't be put off by the word 'fundraising'. It's about much more than that as a group. You raise money, but it's also about building relationships, recruiting more volunteers & building a community.

Typical Tasks:

- Organising and attending events and collections in your local area, such as the Life National Campaign in September.
- Help the Fundraising Group plan and organise a calendar of fundraising events & share with the Head of [Community & Events Fundraising](#) at Life.
- Building relationships with local networks, organisations, schools and social groups to host events.
- Delegating tasks and responsibilities to other volunteers within your fundraising group.
- Making sure fundraising policies and procedures are followed; including all roles are maintaining their required records.
- Lead the group on all activities.
- Encourage support for Life by forming and maintaining relationships with local supporters.
- Recruit and welcome new members to the group when required.
- Respond to queries from the public.

What skills do I need:

Ideally you will:

- Be friendly and helpful
- Be able to generate enthusiasm and motivate people.
- Have good communication and networking skills.
- Have a passion for organising events.
- Good knowledge of the local area.

If you don't feel you tick every box but are sure this role is the one for you, please drop us a message and tell us why. We're open to suggestions and happy to chat with you to find out what's possible!

Benefits of Volunteering:

- A chance to work in a friendly team & meet new people.
- The feel good factor of helping Life meet its charitable aims.
- Gain valuable experience and add to your CV.
- Learning new skills.
- Flexibility to fit in with your lifestyle around your other ongoing commitments.
- Volunteering for Life should never leave you out of pocket. We'll make sure we pay expenses related to your volunteering with us in line with our policy.

Training & Support:

- Provide induction, information and training to enable you to carry out your role effectively.
- Support your personal development by offering appropriate induction, training and feedback opportunities.
- Provide policies, procedures and standards of the organisation in relation to Volunteering.
- Provide regular organisational communication and updates.

What we need from you:

Criminal Disclosure check necessary? No

We are working hard to make sure anyone who wants to can volunteer for Life, but at the moment we have a minimum age of 16 for this particular role.

Not sure this is the role for you?

Pop over to www.lifecharity.org.uk/volunteer and find out what else we have available.