

Volunteer Role Description Coordinator - Community Fundraising

Background

Do you have networking and leadership skills that you would like to utilise these within your community to help Turn2us raise vital funds and build our profile to help people struggling financially?

We want to make Turn2us the best-known charity fighting poverty nationwide and that's why we're looking for volunteers to help boost our local fundraising networks. To do this, we are setting up local fundraising groups across the country and we need dedicated Volunteer Community Fundraising Coordinators to make this a reality. By helping us set up a new fundraising group, you'll be making a massive difference to Turn2us and, ultimately, to the lives of people struggling to cope financially.

Where

This role is home-based and out & about within your local community, as well as occasional travel to our HQ in Hammersmith and to regional events where appropriate.

When

This is an ongoing, ad-hoc role which can be tailored to fit in with your time. Events and meetings can be organised to suit you and your group members' availability.

Time Commitment

This is a flexible role and the time you need to commit is dependent on fundraising group members' availability and the number of fundraising activities you are able to organise. However, this is a key role and the success of the group will be dependent on you ensuring you have the time to take on the lead responsibilities.

Tasks involved

- Organising and running group fundraising meetings at times to suit group members.
- Helping recruit local volunteers to the fundraising group, with support from the Fundraising Team, to ensure a strong pool of volunteers and to enable future succession planning.
- Delivering certain elements of training to new volunteer group members.
- Supporting team members in their role.
- Planning, organising and promoting your group's fundraising events with other group members.
- Attending and leading the group at local fundraising events, collecting funds on behalf of the charity and looking after monies collected.
- Keeping records of the group's financial activities and arranging return of funds in line with Turn2us' guidelines.
- Acting as an ambassador for Turn2us at fundraising events.
- Complying with Turn2us policies, procedures and legal requirements such as health and safety legislation for fundraising events and safeguarding.
- Liaising with the Fundraising Team to keep you and your group up-to-date with Turn2us's activities and future direction and to update the Fundraising Team on the group's activities.

Skills required

- An interest in helping people facing financial difficulty and in helping to break the cycle of poverty.
- Good verbal communication skills – ability to speak to and enthuse people from all backgrounds.
- Experience of contact with a wide range of people from a variety of backgrounds.
- Strong organisational, influencing and networking skills.
- Strong numeracy and book keeping skills.
- Honesty and reliability.
- Strong leadership skills combined with the ability to be a team player.
- An understanding of the need for and the ability to be able to make decisions by consensus in a group setting.
- A willingness to adhere to all relevant organisational policies and procedures.

Training and Support

- All volunteers receive a comprehensive induction to Turn2us and relevant training for their role.
- Training may be at our HQ or through online modules, or a mixture of both.
- Fundraising volunteers are supported by the Fundraising Team as well as our Volunteer Support Manager and Volunteer Support Officers.
- We will reimburse reasonable travel/mileage and lunch/refreshments expenses in line with our volunteer expenses policy.
- You'll receive regular support and updates on the work of Turn2us.
- You'll be provided with the resources and tools to organise fundraising activities and events.

What's in it for you?

- This role is ideal for someone who wants to help others in their community.
- Amongst other skills, the role will help further develop your event management, fundraising and marketing skills and experience, and will look great on your CV!
- You'll gain a real personal benefit from knowing you are making a real positive change to the lives of people who are struggling to get by.
- You'll be part of a national charity which has achieved the national Investing in Volunteers quality mark for our volunteering programme.
- You can broaden your social circle by recruiting and meeting new Turn2us volunteers and through the community engagement work involved.
- After a qualifying period of satisfactory volunteering, you'll be able to ask for a reference in line with our Volunteer Policy.

Additional information

- This role does not meet the criteria for a DBS check but we will need two referees we can contact to for their opinions on your suitability for this role.
- We ask that you complete the diversity monitoring form to ensure we are involving as wide a range of people as possible.
- We adhere to current GDPR legislation and will provide you with guidance during training about storing confidential information. Your details will be stored safely and never passed on to other agencies without your prior consent.

Please see our Privacy Policy at www.turn2us.org.uk/Privacy-Policy for further information on how we will use your information.