



FUNDRAISING AND EVENTS ASSISTANT

Required Hours of working 9am to 5pm / Lunch 12 - 1

ESSENTIAL:

All volunteers require Criminal Records Bureau (CRB) clearance at enhanced level when working with children, young people and vulnerable adults.

ROLE DESCRIPTION – VOLUNTEER FUNDRAISING AND EVENTS

MAIN DUTIES

- Arrange fundraising events in the community
- Assist in the production of publicity documents for events
- Attend events, assist with event management
- Assist with sourcing raffle prizes
- Liaise with schools and agencies
- Contact businesses regarding corporate support
- Source potential funders for support
- Assist in bid writing process
- Liaise with Manager and Administrative Assistant

Other Duties

Attend any relevant training required

Any other duties as required by the Manager, commensurate with the nature of the role.