

# ROLE DESCRIPTION

DATED: 12 May 2022



Title: Volunteer Role – Volunteer Fundraising Assistant

Reports to: Volunteer Manager/Head of Fundraising

Locations: Remote or ideally near Trowbridge.

Availability: Volunteers are asked to commit themselves to being available for between 4-10 hours per week. Hours volunteered are flexible and should be agreed with the Volunteer Manager. Volunteers may be asked to attend training, events and meetings, which may be in the evening or at weekends.

Purpose of Role: This is an exciting time! Let's tackle domestic abuse and sexual violence together across the South West.

As a Volunteer Fundraising Assistant, you will be playing an important role in helping Splitz embark on its new fundraising journey. Supported by the Head of Fundraising, you'll be helping to research and identify new income streams including potential corporate support, new community events and opportunities. To begin with, this is a primarily research-based role, which can be done remotely or in our Trowbridge office. As the fundraising grows, there is scope for this role to also grow (subject to the volunteers wishes). This is a great opportunity for someone looking to pursue a career in fundraising, gain vital insights into how charity fundraising works or someone who enjoys research/pc based work.

Full training, guidance and support will be given.

## Main tasks:

- 1 Research new fundraising opportunities for the charity
- 2 Identify local businesses who could offer their support
- 3 Research new community-based events/ grants
- 4 Research charity competitors and their activities

## Person Specification:

- Passionate about supporting the work of our organisation (essential)
- Good organisational skills (essential)
- Good research & reporting skills (essential)
- Good interpersonal and communication skills (essential)
- Proactivity, energy and enthusiasm (essential)
- Knowledge of how charities work & fundraising skills (desirable)

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**Training:** Splitz will provide induction training and appropriate training to the role. This role offers the opportunity to develop key research and reporting skills and a keen knowledge of charity fundraising. This is an exciting time to be part of our leading Domestic Abuse and Sexual Violence organisation. References can be requested after 3 months of active volunteering.

**Risks:** Project confidentiality

**Measures:** Volunteer Confidentiality Agreement

**Vetting:** References