

Fundraising Volunteer Role Description

Key details

Hours/Commitment	<ul style="list-style-type: none"> • 2-30 hours per week (flexible) • In role-training provided • Access to wider Centre 33 training programme (optional) • Bi-monthly meeting with Development & Partnerships Lead • Invitation to team meetings/training sessions • Minimum 3-month commitment to role
Place of work	Centre 33 has hubs in Cambridge, Ely, Huntingdon, Wisbech and Peterborough. This volunteer could be based at any of these locations. Home working is also possible if preferred.
Responsible to	Development & Partnerships Lead
Other	<i>A full DBS disclosure will be requested (Having a criminal record will not necessarily bar you from working with us, it will depend on the nature of the position and circumstances and background of your offences).</i>

Purpose of your role

Centre 33 is a local charity supporting young people up to the age of 25 to access free and confidential practical and emotional support. We have a long history of working with volunteers to help deliver our mission and value what they bring to the organisation in our work with young people.

We would like to hear from anyone interested in volunteering on a regular basis to support our fundraising team. This could involve any or all the tasks below, depending on what you enjoy and how you'd like to help. The role would be varied and can be tailored to your interests, skillset and availability.

Principle tasks

As a Fundraising Volunteer you could be asked to:

- Distribute leaflets and posters to community venues and keep simple records
- Talk to local community groups about Centre 33 and help them to get involved with our campaign for local young people
- Support community groups with their fundraising events e.g. delivering/collecting materials to a coffee morning and/or helping on the day
- Attend meetings and events on Centre 33's behalf to say thank you to individuals and organisations who've raised funds – perhaps appear in a photograph with them and/or pick up a cheque
- Desk research (brief provided) to identify new organisations and individuals the team could approach about getting involved
- Copy-editing content – checking for typos, errors in flyers, emails, funding applications
- Content preparation – copy-writing or designing with Canva

- Data management and analysis – using our CRM Donorfy to help record donations, analyse campaigns or clean data
- Event speaking (supported by team with messaging/ slides)
- Help sending out postal mailings, e.g. handwriting addresses, envelope stuffing
- **All of the above are dependant on the needs of the team at the time. Training and support will be given.**

Additional Responsibilities and Expectations:

As a Fundraising volunteer you will also be required to:

- Undergo a six-week probationary period, attend regular supervisions and an annual appraisal.
- Adhere to all our policies and procedures
- Respect and abide by our confidentiality framework
- Occasionally support the wider team with (for example) events, activities and other programmes

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • A real interest in the work of the charity and the wellbeing of young people • A commitment to the values of Centre 33. • An understanding of and commitment to the promotion of equal opportunities. • An interest in learning and personal development • Strong communication skills • A friendly and approachable manner 	<ul style="list-style-type: none"> • Experience of fundraising, communications or youth work would be useful but not essential.