

Volunteer Opportunity Outline

Name of opportunity – Volunteer Fundraiser

Department :	Communications - Fundraising
Location:	Various based at NDDH
General outline of role:	<p>Help at fundraising events which will include store collections, raffles, car boots, etc.</p> <p>Be able to work both indoors and outdoors during which standing for long periods of time may be required.</p> <p>Able to work flexible hours doing various fundraising tasks.</p> <p>Confident when talking to the public.</p> <p>Administration skills desirable but not essential.</p> <p>Attending cheque presentations in your local area.</p>
Key responsibilities:	<p>Representing the Trust at various fundraising and marketing events.</p> <p>Have good money handling skills.</p> <p>Be able to assist the fundraising dept in its varied role and tasks.</p>
Key tasks involved:	Being confident in dealing with the members of the public.
Key people the volunteer will be working with:	Ian Roome (Fundraising Manager) and other volunteers and staff members.
Time commitment – details of days and hours required and what flexibility there is, if any	Various – flexible depending on fundraising activities. Minimum of 2 hours per week to helping at all day events.

Skills required	<p>Good communications skills as you will be meeting members of the public.</p> <p>Good money handling skills.</p> <p>Some activities may require you to stand for long periods of time. (Collections, car boot sales etc)</p>
Any specific educational requirements/qualifications	None required.
Workplace training required for role, if appropriate	Successful volunteers will need to complete a CRB check and participate in a Trust induction day. Other training as and when required.
Will driving be required	Not essential but may be helpful. Fundraising activities will be held throughout North Devon.