

Fundraising Volunteer

Role description & Person Specification

About us

Possability People is a disability charity based in Brighton & Hove with services across the city and into East and West Sussex. We are a user led organisation that promotes independent living for all and works toward equality by inspiring disabled people to identify barriers and define solutions.

Our Fundraising team works with our local community, businesses and supporters to raise the income that helps Possability People thrive. We organise fundraising events, build corporate partnerships, support challenge events such as marathons, and encourage people to fundraise for us in their own communities. Every pound raised helps us continue to support disabled people to live independently and challenge barriers to inclusion.

What we need

We need volunteers to support our community fundraising activities. You will help at events, look after our collection pots, provide administrative support and be a friendly ambassador for Possability People in the local community. This is a great opportunity to gain experience in community fundraising, meet new people and help raise awareness and funds for a local disability charity.

Skills you will gain

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| ✓ Communication skills (written and verbal) | ✓ Time management and prioritisation |
| ✓ Customer service and public engagement | ✓ Problem-solving and initiative |
| ✓ Event and community fundraising experience | ✓ Attention to detail |
| ✓ Administrative and organisational skills | ✓ Teamwork and relationship building |
| ✓ Confidence using Microsoft Office and digital systems | ✓ Knowledge of charity fundraising and the voluntary sector |

What we offer

Before starting with us you will receive induction training to familiarise you with our culture, ethos and working practices and to prepare you for your role.

All volunteers have a full induction into the role with ongoing training and support from their volunteer lead, including day-to-day supervision and quarterly one-to-ones. Volunteers are invited to attend team meetings and social events throughout the year.

You will have access to a range of free courses, including confidence building, computer skills, disability equality, customer services, and more.

If you are looking to get back into work we can offer additional resources and tool kits, whether that's around explaining a health condition to an employer, how to write a brilliant CV, or ways to build your confidence in the work place; after 6 months we can provide an employment reference for you.

Volunteering for us will give you the opportunity to meet new people and work alongside them to do things which you wouldn't or couldn't do alone e.g. challenging discrimination, reviewing services, delivering training.

Volunteers are made to feel welcome as part of the Possability People Team.

Context

This role is based at our Head Office in Kemp Town, Brighton. You may also be asked to support fundraising activities and events across Brighton and Hove from time to time.

You will need to be available for around 4 hours per week. Times can be flexible, but we ask that you are able to make a regular commitment for a minimum of 6 months.

We are happy to discuss reasonable adjustments with you; for example, changes to volunteer activities, timings, provision of equipment or any additional support needs.

This role is supported by our Fundraising Officer.

All volunteer appointments are subject to satisfactory references and DBS clearance.

Role description

- Provide a welcoming and accessible service to supporters, volunteers, partners and members of the public.
- Support the smooth running of community fundraising activities, including events, collections and campaigns.
- Support fundraising events by helping with set up, welcoming attendees, collecting donations and packing away.
- Build positive relationships with supporters, community groups and local businesses, acting as an ambassador for Possability People.
- Help organise, distribute, collect and reconcile collection pots with local businesses and community venues.
- Assist with fundraising administration, including monitoring the fundraising inbox, updating records and preparing fundraising materials.
- Assist with thanking supporters and acknowledging donations where required.
- Deal with telephone, email and face-to-face enquiries from members of the public, supporters, volunteers and community groups, referring more complex enquiries to the Fundraising Officer where appropriate
- Ensure that the policies and procedures are followed and at all times to recognise the Equal Opportunities policy.
- Maintain confidentiality on all enquiries received and all information regarding any clients.
- Attend internal and external training identified in line with role and aspirations.

Person Specification

These are some skills, knowledge and experience we are looking for. However, if you don't have these don't worry as we can offer training and development within these areas:

- Reliable and able to make a regular time commitment
- Positive and enthusiastic approach
- Friendly and approachable manner when engaging with supporters, members of the public and community groups
- Good communication skills and the ability to listen and share information clearly
- Willingness to learn and try new things
- Good organisational skills and attention to detail
- Ability to work independently and as part of a team
- Comfortable using basic computer systems, with training provided where needed
- An interest in fundraising, community engagement or supporting a local charity
- Ability to maintain confidentiality
- A commitment to the provision of quality services and support for disabled people.
- A commitment to the principles of equal opportunities for all service users.

Name:

Signed:

Date:

For more information on volunteering with us:

Web www.possabilitypeople.org.uk/volunteer

Email volunteer@possabilitypeople.org.uk

Phone 01273 89 40 40



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