



Voluntary role profile: Community Fundraising Team Assistant

Hope and Homes for Children is a registered charity working in Central and Eastern Europe and Africa. Our mission is to give hope to the poorest children in the world – those who are orphaned, abandoned or vulnerable – by enabling them to grow up within the love of a family and the security of a home, so that they can fulfil their potential.

Why do you need me?

To assist and support the Community Fundraising Team with administration needs.

What activities would I be involved in?

- Thanking supporters by letter, email or telephone
- Researching potential fundraising opportunities and events
- Compiling and preparing fundraising packs and mailings for events
- Updating supporter records on the database (training will be given if needed)
- Collecting information for news releases and publicity
- Sending out materials to supporters

What skills and abilities will I need to bring to the team?

- Good communication skills, both verbal and written
- Able to work on your own initiative
- Ability to work as part of a team
- Experience with computers – preferably Word and using the internet, and ideally Excel
- An interest in charity and sympathy for our cause

What would be my voluntary goals?

- To provide administrative support for the Community Fundraising team
- To assist the team in delivering excellent care to Support Groups, associations and individual fundraisers
- To help the team maximise their fundraising potential, and increase the awareness of Hope and Homes for Children in both the UK and internationally

What days and hours would I be expected to work?

We would preferably like you to commit at least two days a week within the team, ideally between the hours of 10am to 4pm. However, we are very flexible!

Where will I be based?

Our Head Office is in East Clyffe, Salisbury. We are approximately 8 miles from the centre of Salisbury. We have free parking available on site.

Who will I be working with?

Our passionate and friendly Community Fundraising Team consists of a Head of Community Fundraising; three Community fundraisers; an Events Co-ordinator; and two part-time Fundraising Assistants.

What are the benefits of volunteering for Hope and Homes for Children?

- Meeting and working with new people
- Learning new skills whilst having fun!
- Gaining office and administrative skills and experience
- Gaining first hand knowledge of the charity and fundraising sector

Will my expenses be paid?

We pay our volunteers 'out-of-pocket' expenses within our agreed guidelines. Please contact us if you would like further information about expenses.

What's the next step?

If you would like to volunteer to work within the Community Fundraising Team please call Lucy Macnamara, our Head of Community Fundraising, on **01722 790111**. If you would simply like an informal chat or further information about the position please feel free to call us.