



# Voluntary role profile: Schools Fundraising Volunteer

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 our innovative schools and youth group project.

## What activities would I be involved in?

- Researching potential fundraising opportunities and events
- Contacting existing supporters and approaching new leads through phone calls, emails and letters
- Updating supporter records on the database (training will be given)
- Collecting information for publications and website.
- Sending out materials to supporters

We will provide you with any training you need to help you undertake these tasks.

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

- Good verbal and written communication skills
- Able to work on your own initiative and as well as part of a team
- Office and telephone experience
- Experience with Microsoft Word and Excel and using the internet
- A keen interest in the work of Hope and Homes for Children and our Vision

## What days and hours would I be expected to work?

We would preferably like you to commit at least two days a week, ideally between the hours of 10am to 4pm. However, we can be 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 Fundraiser; two part-time Fundraising Assistants and one other volunteer.

### **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 Belinda Poore, in the Community Fundraising Team, on **01722 790111**. If you would simply like an informal chat or further information about the Schools Fundraising Volunteer position, please call us.

We would be delighted to hear from you!