

Volunteer Role Description

Role: Fundraising Assistant

Role Summary: To assist the Fundraising Manager with a number of administrative tasks to support Dementia Adventure in raising valuable funds to enable people living with dementia to get outdoors, connect with nature, themselves and their community, and retain a sense of adventure in their lives.

Time Commitment: We ask for a willingness to volunteer with us for four hours a week. Days to be discussed.

Supported By: The Volunteer Co-ordinator (Hayley Mott), as well the Fundraising Manager (Kath Vale).

Location: Based at Dementia Adventure HQ, Old Park Farm, Ford End, Essex.

Description of Tasks:

1. Responding to fundraising enquiries via post, email and our website
2. Handling donation acknowledgements through BTmydonate and Virgin Money Giving and sending thank you letters/emails
3. Updating our Customer Relationship Management system to record contact details
4. Researching possible supporters including business owners, corporate sponsors with charities of the year and sharing the information with the Fundraising Manager
5. Researching trusts, telephoning them to find out if we are eligible, and where possible, assisting with the writing of the small applications
6. Contacting individuals fundraising on our behalf, including those undertaking challenges
7. Answering the telephone, ensuring the caller is put through to the appropriate person and taking messages as necessary
8. Any other general administration and filing duties designated by the Fundraising Manager
9. Undertaking any essential training in line with Dementia Adventure's policies and procedures

- Skills and Attributes**
- Good communication skills
 - Good administration skills
 - A good telephone manner
 - IT skills
 - Organisational skills
 - Ability to think out of the box
 - Preferred, previous experience of using excel
 - Preferred, previous experience of working with a fundraising team
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- What's in it for you?**
- An excellent opportunity to gain experience within a busy office environment
 - The opportunity to be part of raising invaluable funds for Dementia Adventure
 - Regular supervision and support
 - Out of pocket travel expenses
 - Certificate of Volunteering on request
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- What you need to know**
- The first step is to speak with the Volunteer Co-ordinator
 - We require details of two suitable referees to contact on your behalf
 - Participation in our induction programme is essential
 - Where relevant, participation in additional training may be required
 - Volunteers are asked to adhere to all Dementia Adventure's current policies and procedures
 - Volunteers are asked to maintain dependable and regular communication
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What to do if you're interested Please contact Hayley Mott, Volunteer Co-ordinator, on 01245 237548 or email her at hayley@dementiaadventure.co.uk for guidance on what to do next.