

## ROLE DESCRIPTION

<b>Role Title:</b>	Fundraising Assistant Volunteer
<b>Accountable to:</b>	Events & Community Fundraisers
<b>Hours:</b>	6 – 8 hours per week
<b>Salary:</b>	N/A (Volunteer)
<b>Location:</b>	The Rainbow Centre, Fareham,

The Rainbow Centre based in Fareham is the south coast's centre of excellence for conductive education. By providing regular sessions to families and individuals, the charity transforms the lives of children and adults with cerebral palsy, and those living with MS, stroke, Parkinson's and head injury. The Rainbow Centre needs to raise £510,000 a year to keep its doors open, and help the hundreds of families who regularly benefit from the unique services the charity provides.

### **Purpose of the Role:**

To provide support to the Fundraising team by completing administrative tasks and support the team as they deliver events and campaigns to raise funds to continue the centre's work.

### **What will this role involve?**

- Support the fundraising team with writing letters and email s to clients and potential support of the charity to communicate key messages
- Assist the team in making phone calls to source auction and raffle items for charity events.
- Undertaking research task – finding key contacts and collection quotations and other useful information.
- Willingness to carry out additional administration task such as; writing thank you letters, updating database, mail outs, photocopying, taking messages.
- To engage fully with supporters and represent the charity professionally at all times.
- To provide feedback regarding you volunteering experience with the team.

### **What can you expect from this role?**

- Gain valuable vocational experience in a professional marketing and events charity environment.
- Develop your office skills and gain confidence by working to specific objectives.
- Receive insight into how charities raise funds including via events and businesses.
- Gain satisfaction knowing that you are helping to make a difference to the children and adults who attend The Rainbow Centre.
- Enjoyment of working as part of a close-knit, friendly team.
- We provide training to make sure you feel confident in the post, and in the surrounding area at The Rainbow Centre.
- Instructions from staff as well as assistance as required from both staff and experienced volunteers.

**Person Specification:**

Attributes / Role Requirements	Essential/ Desirable
Previous administration experience.	D
IT knowledge: Specifically Microsoft 2010 including Outlook, Word, Excel, Publisher	E
Previous experience in telesales and negotiation	D
Organised and confident alongside a great sense of humour.	E
Flexibility to undertake different tasks as required.	E
Ability to work well in a team environment as well as on your own.	E
An understanding of confidentiality.	E
Commitment to the work and values of The Rainbow Centre and a desire to ensure the charity continues to move forward.	E
Reliable.	E

**All staff and volunteers at The Rainbow Centre are required to undergo a DBS Check  
We take responsibility for safeguarding adults in a way that supports them in making  
choices and having control about the way they live and for reporting any concerns about  
abuse or neglect.**