

## JOB DESCRIPTION

<b>Job Title:</b>	Fundraising Volunteer Coordinator
<b>Hours:</b>	Part time: 14 hours per week (Monday with rest of the week flexible)
<b>Reports to:</b>	CEO
<b>Responsible for:</b>	Volunteers

### Job Purpose

Grow the income and profile of WellFound through recruitment and management of enthusiastic volunteers as they undertake fundraising activities. You will also be responsible for generating new and innovative fundraising ideas, meeting key targets and overseeing successful fundraising campaigns.

### Main Duties and Responsibilities

#### Volunteer recruitment:

- Assess the volunteering needs within the organisation
- Advertise for, select, and recruit volunteers in a professional manner in accordance with legal regulations and best practice

#### Volunteer management:

- Ensure that volunteers clearly understand and perform in their roles to meet defined objectives
- Provide oversight to ensure the quality of work undertaken by volunteers
- Keep all policies and procedures up to date
- Induct volunteers, equipping them with information and resources as appropriate, with defined objectives and the necessary support for them to reach said objectives

#### Fundraising

- Be responsible for the marketing and promotion of fundraising activities
- Ensure health and safety measures are adhered to at all times
- Develop and implement a funding programme to achieve an annual target of £10,000
- Keep abreast of new income generation opportunities

#### General:

- Carry out all administrative, reporting, fundraising and communications tasks required by the charity which cannot otherwise be delegated to volunteers

**The job description is not exhaustive and may be amended following appropriate consultation in the light of organisational needs**

## **PERSON SPECIFICATION**

### **Knowledge, skills and experience:**

#### **Essential:**

- Experience of recruitment and management of volunteers
- Fundraising experience
- Excellent interpersonal skills and demonstrable ability to develop positive working relationships with colleagues and volunteers
- Excellent organisational, administrative and IT skills
- Good communications skills, including via email, on the phone and in person
- Experience of working as a team member and able to work independently, take initiative and solve problems
- Passion for the cause
- A positive 'can-do' attitude (determination, willingness to persevere)
- Willingness to carry out both basic administrative, and more strategic tasks
- Flexibility over working hours and able to work evenings and weekends by agreement
- Ability to travel independently

#### **Desirable:**

- Understanding and knowledge of volunteering.
- Ability to produce monthly reports that are accurate and timely.
- Experience of planning and running events