

Volunteer Fundraising Administrator

Role Profile: AAW 2

Working with: Fundraising Manager

Supported by: Coordinator (Volunteers)

Location of work: Based at The Gingerbread Centre, Rothesay Court, Longton, ST3 4LY

Purpose of the role:

To help with the arrangement and smooth running of fundraising events and activities by provide administrative support to the Fundraising Manager.

This is a key role for increasing the amount of money we can raise to support the Gingerbread Centre's families and children.

Volunteer role activities:

Activities you may be involved in could include:

- Helping to arrange events and fundraising activities
- Attending fundraising activities in Stoke-on-Trent and the surrounding area with the Fundraising Manager
- Contacting local businesses with fundraising ideas
- Requesting donations
- Designing posters and other fundraising materials
- Running Mailchimp campaigns
- Writing thank you letters to donors
- Updating Facebook and other social media
- Developing and building fundraising packs
- Taking photographs at events

Required skills, knowledge and experience:

You will need:

- To have good communications skills
- To be reliable and flexible
- To have a friendly and approachable manner



- To understand the importance of confidentiality and data protection

Hours required:

The hours for this post are flexible. However a commitment to set hours each week might be helpful.

Support and training provided:

- The Fundraising Manager will provide you with on-the-job training to cover the role and activities that are required.
- You will be provided with background information on Gingerbread and you will visit the accommodation units to see how we operate.
- You will have regular catch up meetings with your manager and with the coordinator for Volunteers.
- You will have access to appropriate training courses which are provided free for Volunteers, to aid your personal development.

Volunteer benefits:

- Normal travel expenses will be paid when accompanied by a receipt
- The post will provide you with on-the-job experience, covering the activities listed above

Any other requirements / notes:

As with all the Volunteer posts at The Gingerbread Centre which could involve unsupervised contact with vulnerable people, an enhanced DBS (Disclosure Barring Service) check will be carried out and references may be taken up before a Volunteer is permitted to carry out this role.

If you are interested in this role, please complete an application form which can be found at: gingerbreadcentre.co.uk/volunteer-vacancies or request a paper copy of the application form by emailing volunteering@gingerbreadcentre.co.uk or calling 01782 344740 or 01782 973491.