|  |  |
| --- | --- |
|  | Fundraising Volunteer  Role Description |
| Responsible To | Volunteer & Training Coordinator |
| Purpose of Role | Carers of East Lothian have an exciting opportunity to create a brand new Fundraising Group to raise vital funds for the organisation, so that we can further increase the support we offer to unpaid carers across East Lothian.  Key to this group will be a team of Volunteer Fundraisers, whom we now seek to recruit. Fundraising is a fun and rewarding way to get involved in a cause that matters to you, with lots of opportunity to meet like-minded people.  This is a flexible role, which can be adapted to suit your interests, skills and availability. The group will meet monthly, and members will be encouraged to put forward and action their own ideas with the support of the CoEL staff team and a nominated supervisor. |
| Responsibilities and Activities | * Working alongside fellow volunteers and staff members to devise a rolling programme of exciting fundraising events and initiatives. * Organising and helping to run community fundraising events. * Speaking to local groups about CoEL and ways to support us, and building valuable connections with local businesses. * Collecting and counting donations. * Helping to design fundraising materials in line with Carers of East Lothian’s branding guidelines. |
| Skills and Experience Required | * No specific fundraising experience required, but a bonus. * A proactive and creative approach to problem-solving and planning. * Good interpersonal and teamwork skills. * Good organisational skills. * A level of IT skill sufficient for email and video conference communication. * Ability to manage time well. * Ability to contribute to a warm and welcoming environment for members of the public attending fundraising events. |
| Person Specification | * A genuine interest in improving the support offered to carers in the local area. * A basic understanding of the potential ways in which caring for someone with a disability, health condition or addiction can impact a person. * A non-judgemental, compassionate attitude towards others. * Volunteers must be over 18. * Ability to commit to monthly fundraising panel meetings, along with events and related activities (as agreed with you). * Ability to travel to East Lothian Community Hospital, Haddington. |
| What We Can Offer | * A chance to meet new people, make friends and have fun, as part of a friendly and dedicated team of volunteers and staff. * The ability to make a real difference to unpaid carers across East Lothian. * The opportunity to make good use of your skills, have a go at new things and gain a wide range of transferrable experience in fundraising, events and the third sector. * Full induction and training, and ongoing support and guidance from a nominated supervisor. * Travel and other relevant expenses. * A flexible volunteering opportunity that you can fit around your lifestyle and commitments. * Regular social events for volunteers over the course of the year. * References for future employment or volunteering (if desired).   Carers of East Lothian is a disability-confident organisation and carer-positive employer. We welcome applications from volunteers with disabilities and will make reasonable adjustments to enable you to fulfil your volunteering role, and aim to be flexible and take into consideration other responsibilities and commitments. Please talk to us about how we can support you. |
| Contact | Hilary Smyth (Volunteer and Training Coordinator)  **hilarys@coel.org.uk** / [**centre@coel.org.uk**](mailto:centre@coel.org.uk) |