



## Role Description

**Position:** Fundraising Assistant (Volunteer)

**Reports to:** Fundraising manager

We are seeking a volunteer to work with the Fundraising Manager for one day a week. The volunteer **Fundraising Assistant** will be able to assist on a **wide range of interesting fundraising projects, from events fundraising and corporate fundraising to individual giving.** This is a fantastic opportunity to join a vibrant and innovative charity and help bring enjoyment and vitality to some of the most vulnerable older people in society.

### Main duties and responsibilities:

- Assist with fundraising events – helping to organise a new nationwide music event to raise funds for the charity
- Assist with donor database development
- Occasionally visit care homes to distribute leaflets
- Work alongside the Fundraising team and assist on a variety of projects

### Person specification:

#### Skills and Knowledge:

##### Essential:

- Computer literate and familiar with using common Office programmes
- Fluent written and spoken English.
- Ability to work in a systematic and methodical manner under own initiative.
- Good attention to detail.
- Friendly and approachable team player
- Commitment to uphold the integrity and standards of Alive! and its values.

##### Desirable:

- Experience of working in the voluntary or care sector
- An interest in improving the quality of life of older people
- An interest in marketing, media, evaluation or office admin work.

### Terms and Conditions of employment

### Conditions of the role:

You will need to be available to come into the office during the day for one day a week (we'd love you to continue with the role for as long as you are able).

Availability:

Timeline: Starting as soon as possible in June/July 2017

Days for volunteering can be discussed at the informal interview and we will be flexible to suit your other commitments.

Location:

Our office is based at the Create Centre, Smeaton Road, Bristol BS1 6XN.

We will cover any travel costs.

Please note:

This voluntary role description is for guidance.

Contact:

For more information please contact Terri McDonald on 0117 377 4756, or send your C.V. to [terri@aliveactivities.org](mailto:terri@aliveactivities.org)