

Volunteer Fundraiser Role Description

Role Title: Volunteer Fundraiser
Location: Flexible
Reporting to: Fundraising Coordinator and local Group Leaders

About us

Established in 1875, GFS provides opportunities for girls and young women to have fun, make friends and build self-esteem, wellbeing and resilience. Volunteers run weekly sessions for girls and young women in safe, single gender, non-judgemental settings through positive relationships with female role models.

You can learn more about who we are and what we do on our website:
<https://girlsfriendsociety.org.uk/what-we-do/>

About the role

GFS provides volunteer-led activities for girls and young women aged 5 and over however our groups generally tend to appeal to girls aged 6-14. GFS groups meet once a week, predominantly during term-time.

Each group needs to raise funds in order to provide educational and creative activities in a safe and secure environment. GFS groups need money to cover the cost of their meeting venue, refreshments, crafts, equipment and excursions.

Fundraising activities that groups take part in may include writing letters to local businesses, having a stall at local events, organising their own events or taking part in a fundraising challenge.

Activities of the Volunteer Fundraiser might include:

- Coming up with fun and creative activities that the girls and young women will want to take part in
- Filling in application forms
- Promoting events on social media
- Organising gift aid declarations to increase the value of any money raised
- Getting permission from the local council to hold an event
- Building relationships with local businesses and other community organisations
- Keeping track of the money raised
- Working with other volunteers at a fundraising event
- Creating promotional materials for fundraising activities using templates and brand guidelines

Groups are run by volunteer leaders who focus on session planning, coordinating the sessions and supporting the girls and young women.

The Volunteer Fundraiser will report to the GFS Fundraising Coordinator who is based in London, and will also be accountable to the local Group Leader.

The Fundraising Coordinator will provide tasks, information and guidance on fundraising on a remote basis. The Volunteer Fundraiser will be liaising regularly with the local Group volunteers to ensure that the fundraising activities meet the needs of the group. Any activities involving the girls and young women will be subject to the consideration of the Group Leader, who has ultimate responsibility for all of the group's activities.

Where more than one group is based in the same locale, the role may involve supporting the fundraising efforts of more than one group.

This is a flexible role and can consist of entirely remote working, or a combination of remote working and location based work with a local group/groups. We are happy to receive applications from those who feel they may be able to contribute to some types of fundraising activities but not others. We are also open to discussions with individuals with different levels of availability.

Role requirements

- Ability to identify means of raising funds
- Assist Group leaders with securing funding
- Confident in contacting local companies and negotiating sponsorship
- Assist Group Leaders with the organisation of fundraising events

What would make me right for this role?

Essential

- Confident and organised
- A professional and friendly telephone manner
- Good written and verbal communication skills
- Ability to work on own initiative
- Basic IT skills

Desirable

- Previous fundraising experience

Reimbursement of Expenses

- GFS will cover any reasonable out of pocket expenses for travel or resources relating to the voluntary work in branches

Benefits of volunteering

- By volunteering at GFS, your support will help with the effective running of the branch which will help volunteers to develop and deliver sessions to girls and young women.
- The chance to meet new people. Volunteering can be a great way to make new friends and be part of a community.
- The opportunity to gain work experience, learn new skills or develop your existing skills.
- Access to free training as part of your role.

- Reimbursement of expenses. GFS will cover any reasonable out of pocket expenses for travel or resources relating to the voluntary work in branches.

How to apply

Please fill in a Volunteer Registration form on the GFS website:

<https://girlsfriendsociety.org.uk/get-involved/volunteer/> or contact the

Volunteer Support Coordinator on 0207 837 9669 for a paper copy. Once we've received your form, we will then be in touch about possible volunteering opportunities in your area.

Reviewed in Dec 2018

GFS is committed to Equal Opportunities. Charity No: 1054310

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