

## Fundraising Volunteer Role Description

**Role title:** Fundraising Volunteer

**Principle function:** To assist the No Limits Fundraising team in raising awareness and funds for No Limits

**Duties:**

Specific duties will be agreed in consultation with the Fundraising team, but may include:

- Representing No Limits at fundraising / awareness events
- Contacting local businesses, schools, colleges and community groups
- Researching grant funding opportunities and writing funding applications
- Assisting in the production of digital and offline communications including websites, social media, newsletters and leaflets
- To service collection containers at local businesses on a regular basis
- Taking part in tin collections
- To be willing to work as part of a team and be responsible to paid staff
- To work in an impartial and non-judgemental way
- To keep up to date with relevant new information provided by No Limits
- To read and abide by the organisation's policies and guidelines

**Reporting to:** Fundraising Manager or designated member of the Fundraising team

**Hours:** By arrangement – the role is flexible and can include working from home

**Training & Supervision:**

- Induction training
- Induction pack
- Opportunities for ongoing training about No Limits and our areas of work
- Bi-monthly supervision

**Dress Code:**

Smart but casual.

A volunteer badge must be worn at all times.

**Note:**

- No Limits operates a no smoking policy throughout all of its premises.
- All volunteers will be asked to obtain and renew as required a DBS check.
- Volunteers must inform No Limits of any changes in personal circumstances that may impact on their volunteering e.g. criminal conviction, medication, etc and agree to a regular police check.
- *This agreement is in honour only and is not intended to be a legally binding contract of employment.*

If you are interested in joining our Fundraising team or for further details please contact Natalie Hutchins, Fundraising Officer, by calling 02380 224224 or email

[Natalie.Hutchins@nolimitshelp.org.uk](mailto:Natalie.Hutchins@nolimitshelp.org.uk)