

## Fundraising Volunteer

**Supported by:** Branch Manager and/or Fundraising Co-ordinator

### **Role purpose:**

The Alzheimer's Society is a registered charity and relies on financial donations to continue its services in support of people with dementia and their carers. The Society is growing rapidly and volunteer fundraisers are needed in many different ways, including:

- Traditional fundraising, for example collections on the high street and in private premises such as supermarkets
- Arranging coffee mornings, community events and raffles
- Developing new ideas for local fundraising
- Seeking support from local businesses
- Administration support.

### **Tasks and responsibilities:**

- To assist with a wide range of fundraising events as they occur throughout the year
- To make suggestions on new ways of raising money
- If willing and available, to organise fundraising events
- To contribute to branch plans with regards to fundraising
- To handle cash donations in accordance with Society rules
- To volunteer as part of a committed branch team, dedicated to improving the services for people with dementia and their carers
- To understand and follow good health and safety practices at all times
- To develop a basic understanding of Alzheimer's Society activities so that questions and enquiries can be handled well
- To attend basic training and other support workshops as necessary
- To uphold the Society Rules and Branch Guidelines, and other policies such as the equal opportunities policy and inclusion policy.

### **Skills and experience:**

No specific qualifications or experience are needed, as training and support is provided. The following points, however, are important:

- An enthusiasm for charity fundraising within the local community
- The ability to volunteer effectively as part of a team of people from different backgrounds

- The ability to follow cash handling procedures in accordance with Society rules and expectations
- A commitment to equal opportunities, treating all individuals with respect
- A willingness to complete basic fundraising paperwork
- Reliability and punctuality
- The ability to move and lift items safely, with assistance where necessary (e.g. collection cans)
- A commitment to the Society's values and a willingness to develop a basic knowledge of the effects of dementia
- To understand that, for our younger volunteers, parental consent is required and fundraising restrictions will apply.

**Time commitment:**

- This role is very flexible. Volunteer fundraisers can help us on a regular basis each month, or a few times a year, depending on availability. Fundraising events take place at all times during the week, and throughout the year.

**NB Volunteers are required to inform the Branch if they are unable to attend any of their sessions**

**Society's commitment:**

- To provide initial guidance and induction to the role
- To provide ongoing support and training
- To provide regular information regarding the activities of the branch and the wider Society, including further opportunities for volunteering
- To reimburse agreed expenses in accordance with Society policy.

**NB All activities undertaken to be agreed by either the Branch Manager and/or the Fundraising Co-ordinator prior to all tasks being commenced**