

# Fundraising Volunteer



## What will you do?

- Complete an induction to Citizens Advice and training for your role
- Develop a fundraising action plan, exploring different ways of fundraising including identifying new sources of funding from organisations.
- Build meaningful relationships with local organisations and businesses
- Organise fundraising events to raise money from the local community and encourage volunteers and staff to get involved
- Keep accurate records relating to fundraising monies, providing monthly reports on fundraising events
- Create materials, such as newsletters or presentations, which can be used to raise the profile of Citizens Advice and for raising money
- Support with communications and marketing work related to fundraising, including contributing to fundraising campaigns and related communications plans



## What is in it for you?

- make a real difference to people's lives
- learn about a range of issues such as benefits, debt, employment and housing
- build on valuable skills such as communication, and problem solving, and increase your employability
- work with a range of different people, independently, in a team and within your local community
- have a positive impact in your community

And we will reimburse expenses too.



## What do you need to have?

You do not need specific qualifications or skills, but you'll need to:

- be friendly and approachable
- be non-judgmental and respect views, values and cultures that are different to your own
- have a positive attitude towards fundraising
- have excellent verbal and written communication skills
- have good IT skills
- be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection
- be willing to undertake training in your role



## How much time do you need to give?

We can be flexible about the time spent and how often you volunteer so come and talk to us.



## Valuing inclusion

Our volunteers come from a range of backgrounds and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities.

If you are interested in becoming a fundraising volunteer and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.



## Contact details

Thomas Irvine – Support Coordinator

[thomasirvine@telfordcab.co.uk](mailto:thomasirvine@telfordcab.co.uk)