



# Fundraising volunteers'

Fundraising for Citizens Advice Telford & the Wrekin can be an immensely satisfying role. It is particularly well-suited to those who are looking for flexible or family-friendly work, we are looking to recruit a fundraising team.

## 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



## What do you need to have?

You don't 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

- Will be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection



## Key skills for charity fundraisers include;

- Proven sales and negotiation abilities
- Communication skills
- IT skills
- Good organisation skills
- Administrative skills
- Resourcefulness
- Creative thinking, flair and imagination
- Effective problem solving



## What's in it for you?

- Make a real difference to people's lives
- Build on valuable skills such as communication, 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
- Opportunity to work in a positive, motivational and encouraging environment
- And we'll reimburse expenses too.



## 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.

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



## Contact details

Please request an application and diversity form from

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