

# JOB DESCRIPTION



## Volunteer and Community Fundraising Officer

### 1. JOB DETAILS

<b>Job Title:</b>	Volunteer and Community Fundraising Officer
<b>Department:</b>	Fundraising
<b>Location:</b>	Head Office
<b>Band:</b>	5
<b>Status:</b>	As per contract
<b>Hours:</b>	As per contract
<b>Reporting to:</b>	Volunteer, Regional and Community Fundraising Manager

### 2. OVERALL PURPOSE

Build relationships and maximise opportunities for increased engagement and income generation across individual community supporters and groups including schools and universities. You will have experience of running community fundraising activities.

To work directly with volunteers, fundraisers and assist with the organisation of volunteer and community events and fundraising activity that doesn't fall into Challenge Events.

### 3. KEY RESPONSIBILITIES

- Oversee the charity's day to day community fundraising activity and maximise income from third party supporters (not including challenge/running events)
- Oversee the allocation of fundraisers and events to the relevant regional fundraiser
- Liaise with the regional fundraisers to help with recruitment of volunteers and events in their area
- Help the Volunteer, Regional & Community Fundraising Manager to develop the charity's community fundraising, including new initiatives and product development
- Oversee community fundraising events including large scale bucket collections & Bag packs
- Liaise with volunteers and community fundraisers by phone, letter, face-to-face and email
- Manage and motivate volunteers
- Develop community communications sharing case studies and fundraising opportunities to community supporters
- Send out materials for events

- Use and update Raisers Edge to monitor and progress within the section by producing queries and reports when needed
- Keep records up to date at all times
- Work with other teams to promote volunteering opportunities and merchandise (Corporates/Events)
- Represent the charity at community events (Armed Forces Day etc) and to lead or assist with challenge events (London Marathon, Royal Parks Half)
- Stewardship of all volunteers who have written a book that we receive donations from
- Provide copy for the events leaflet and any other volunteer and community related publications
- Provide interesting items for the Digital Engagement team to feature
- Contribute to the smooth running of the department by active participation in shared administrative tasks (batching funds, counting collection tins)
- Monitor and order fundraising materials – Banners, collection tins, buckets, stickers etc
- Assist the manager with ad hoc duties

#### 4. **RISK MANAGEMENT**

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

As an employee of Combat Stress you are required to be risk aware, readily able to identify risks faced by you and by Combat Stress in the course of your day-to-day employment. Where a new risk is identified it is to be reported through your line manager.

We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

Signature – Job Holder

Date

Signature – Line Manager

Date

**Reviewed/created: June 2018**

**Next review date: June 2019**