

Fundraising and Events Volunteer

- Purpose of Role:** To support preparation and delivery of the charity's fundraising activities and events
- Reporting to:** Funding & Marketing Manager
- Location:** Smiles House, Octagon Business Park, Hospital Road, Little Plumstead, NR13 5FH; and locations across Norfolk that host the charity's events and activities.
- Hours:** Occasional events throughout the year (typically weekends/evenings);
If providing office based support for fundraising and events, then during office hours: Monday to Friday – 9.00am until 5pm

Duties and responsibilities

To provide volunteer support to Nelson's Journey by assisting the preparation and delivery of fundraising activities organised by the charity such as our Walk of Smiles and Christmas Quiz, and also those organised by third parties such as community groups and fundraisers.

Some fundraising volunteers may be able to assist with preparation and admin during normal working hours on weekdays at our Little Plumstead office.

As a volunteer, you will represent the charity and help to inform others about our charity's purpose and need for funding to support our work, and promote a positive impression of the charity.

This role can be seen as the face of the organisation so if you are confident speaking with people and can convey a message clearly then this is a perfect voluntary role for you.

Main duties

- Attend Nelson's Journey events and help where required with the set-up, smooth running of, and closure of an event. Tasks can include staffing activities, crafts or information stands; being a marshal at a Walk of Smiles memorial walk; helping with car-parking; serving refreshments; and staying at the end of the event to help with the clear down
- Attend third party events (such as fetes, community days, fundraising sports activities etc) and talk to event participants and organisers promote the charity. This may include hosting a Nelson's Journey information stand
- Attend bucket collection opportunities at events or businesses such as supermarkets
- Attend cheque presentations, with photos that may then be shared
- Complying with the requirements of any risk assessments and other policies and procedures specified

Optional talks role: Deliver talks and presentations to interested groups, such as community clubs and societies, about Nelson's Journey and the ways in which we support bereaved children and young people living in Norfolk. Note that training, resources and scripts are provided for those who volunteer to deliver talks and presentations.

Training

All volunteers are given sufficient information to attend an event and in many cases you will be accompanied by an experienced volunteer or a member of staff. If for any reason you are acting on your own, you will be fully briefed about the event but we will also ensure that you feel confident enough to talk about Nelson's Journey if you are asked questions by interested parties.

Those available to provide office based support for fundraising and marketing will include briefing on tasks and will be supervised.

Volunteers who are interested in delivering talks and presentations will be provided with guidance and speaking notes, and information about the group that they will be speaking to.

Upon successful completion of relevant training and/or guidance, a cleared DBS Check, SAFER training and two references, the volunteer would be invited to assist at any relevant events.

Person Specification

- An interest in the work of Nelson's Journey and supporting bereaved children
- Enjoy working well as part of a team
- Strong communication skills
- A flexible approach and happy to take on a variety of tasks
- A sense of humour
- An understanding of the need for confidentiality
- Reliability and trustworthiness
- A willingness to take part in training for the role

Expenses

Travel expenses will be paid on a mileage basis at the current Government rate for all authorised journeys undertaken.

Additional information

When volunteering at events, you may be exposed to sensitive information which can be upsetting due to the nature of our work with bereaved families. We provide a supportive environment where you will always have the opportunity to discuss anything which has affected you. If you have any previous bereavement or loss experience which we should be aware of we will welcome discussing this with you and tailoring your tasks if appropriate.