

Volunteer Role Description

Title: Fundraising Group Volunteer

Where: 15a Tottenham Lane, London N8 9DJ. 020 8347 8111 (switchboard)
www.my-afk.org

Events and fundraising activities will take place in your local area.

When: Flexible working hours. Volunteers will decide when events take place.

Overview of role

We are looking for passionate individuals to join our team as part of a Fundraising Group. You can either join an existing group or form a group in your local area. The Fundraising Group is a collection of like-minded individuals, friends, neighbours or colleagues coming together and forming a committee that organises and hosts fundraising activities.

It supports fundraising campaigns and engages in awareness-raising for our cause in your community.

Fundraising Groups will enable us to continue promoting learning, supported employment and independence for young people with disabilities. The funds will enable us to provide more wheelchairs and walking aids to children and young people throughout the UK. These are equipment not available on the NHS.

Fundraising Groups will consist of people of all ages, professions and backgrounds to come together in a safe, friendly environment and have fun in the process.

Responsibilities

- Organise or join a fundraising group in your local area
- Raise funds in aid of my AFK
- Help to plan, organise and undertake fundraising events up to 3 times a year
- Maximise income from your fundraising activities
- Publicise fundraising events
- Keep up-to-date with my AFK news & events
- Maintain communication with my AFK Events & Community Fundraising Manager & Volunteer Manager

Skills

- Flexible approach and able to commit to a few hours a month
- Looking for a long-term volunteering role
- Keen communicator/representing my AFK in the community
- A good team player
- Willingness to learn and take part in various activities
- Learn skills in event management, creativity, action planning and budgeting

Training & support

- Training and induction will be provided by my AFK Events & Community Fundraising Manager & Volunteer Manager
- We will provide you with an Events & Fundraising Toolkit
- Ongoing support and meetings with my AFK Events & Community Fundraising Manager & Volunteer Manager
- You will be invited to join selected my AFK events throughout the year
- Opportunity to volunteer in other areas of my AFK

Additional roles within the group

There are a few roles within the Volunteer Fundraising Group that are required for the group to operate. If you are interested in any of the below roles, please make this clear when completing your application. For these roles additional training and support will be provided.

Group Leader:

- The responsibility of the group leader is to coordinate the group in all fundraising activities.
- They should build strong relationships with all group members and the community that they are engaging with.
- They should have the confidence to represent my AFK as a brand and support their mission.
- They must ensure that group activities comply with the groups Standards of Practice set out by my AFK.
- Help plan and undertake activities at each fundraising event
- Be self-motivating and can motivate others.
- Have great communication and organisation skills.

Group Banker:

- The responsibility of the group banker is to ensure the that funds raised by the group are handled in line with the groups Standards of Practice set out by my AFK.
- Maintaining accurate records of the groups budget, including income and expenditure.
- Ensure reasonable expenses towards the cost of organising events are agreed in advance with the Events & Community Fundraising Manager.
- Ensure receipts are held from any group expenses and thank you cards are given where appropriate for donations.
- Have great communication and organisation skills.
- Help plan and undertake activities at each fundraising event