

Treasure Hunter Volunteer

Brandon Trust is looking for a volunteer to join the Fundraising team. The successful candidate will be an enthusiastic, motivated, proactive individual, hoping to get experience working in events and community fundraising.

The role will help you to develop fundraising skills and really boost your CV. We will help improve your employability with on-the-job training.

Volunteer Role Description

| | |
|-----------------------|---|
| ROLE | Treasure Hunter |
| OVERSEEN BY | Community and Events Fundraising Manager |
| TIME PERIOD | 3 months minimum |
| HOURS PER WEEK | Ideally 1 day per week but flexible |

Main Tasks

Source auction and raffle prizes for future events

- Contact companies, hotels etc. to request donations of prizes
- Research further companies, hotels, activities to contact
- Contact could be by telephone, email, letter or in person
- Maintain a log of people contacted and their response
- If prize received, record and send thank you letter
- Record all responses both positive and negative on Excel spreadsheet

Volunteer Profile

Skills and Experience Needed

Essential

- An enthusiasm for working in the charity sector, specifically in a fundraising role
- Good communication skills both written and oral
- A personable and friendly manner, and a confident, cheerful telephone manner
- Organised with attention to detail
- Research skills (to include web-based and over the phone)
- The ability to use your own initiative and work within specified guidelines
- Ability to use Microsoft Excel
- Positive attitude, particularly to learning new tasks and skills
- A desire to improve the quality of life for young people and adults with learning disabilities and autism

Desirable

- Promotions and Sales experience
- An understanding of the charity sector

Benefits of Involvement

What benefits can I expect?

- Knowledge and understanding of events and community fundraising
- Gain an understanding of the operations of a fundraising office
- Valuable experience volunteering for a charity can be included on your CV
- Gain experience of how to maximise fundraising income from Gifts in Kind
- Develop organisation and negotiation skills

What support will be given?

- Supervision in all your activities with agreed goals
- An information pack to help familiarise you with the work of Brandon Trust and the Community Fundraising team
- During your time volunteering you will be part of the Fundraising team and will be able to draw on the team for guidance and advice

Expenses

- Volunteers may claim for travel (own-car mileage or bus fare on receipt of bus ticket) in line with Brandon Trust's Volunteer Expenses Policy
- Stationery will be provided by the Fundraising team