

Raffle Volunteer Coordinator

Are you an enthusiastic, motivated and proactive individual looking to gain experience of working in fundraising?

Brandon may have the perfect role for you! We're looking for a volunteer to join our small, fun and committed Fundraising team.

The purpose of the Raffle Volunteer Coordinator is to encourage and grow raffle income in the local community.

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

Volunteer Role Description

ROLE	Raffle Volunteer Coordinator
OVERSEEN BY	Direct Marketing Fundraiser
TIME PERIOD	3 months minimum
HOURS PER WEEK	Ideally one day per week but flexible

Main Tasks

- Sourcing a pool of volunteers and businesses to sell raffle tickets
- Research events and opportunities where raffle tickets can be sold in the local community
- Create fun and interesting ways to thank and engage supporters
- Source auction and raffle prizes
- Ensuring volunteers and businesses are fully equipped with materials and resources needed for raffle ticket sales
- Organising and managing volunteers at events
- Responsible for collecting and banking the income received from raffle ticket sales and events
- Research event opportunities and places we can promote our work
- Undertaking any mandatory training which is in line with Brandon Trust policies and guidelines

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 verbal
- A personable and friendly manner, and a confident, cheerful telephone manner
- A good networker
- Organised and attentive 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 individual giving fundraising
- Gain an understanding of the operations of a fundraising office
- Valuable experience volunteering for a charity
- Gain experience of how to maximise fundraising income
- 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 Fundraising team
- During your time volunteering you'll 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
- Food and drink will be provided when volunteering at events
- Stationery will be provided by the Fundraising team