

ROLE DESCRIPTION

VOLUNTEER POST TITLE:	Business Partnerships Volunteer
RESPONSIBLE TO:	Partnerships Managers
HOURS:	We would expect the Campaign Support Specialist to commit to around four to six hours per month for a minimum of three months or specific project length.

ABOUT THE CHARITY

Established in 2000, Caudwell Children is a national charity which works to transform the lives of disabled children and their families, enabling them to challenge the barriers they face throughout childhood by providing practical and emotional support.

The charity is going through an exciting period of growth having recently opened a new state-of-the-art facility for multi-disciplinary therapy programmes for childhood disability and research of neurodevelopmental conditions, including autism, within the grounds of Keele University.

This transformational period also brings the need for development of all our income streams to enable this growth, which all makes it a fantastic time to join this dynamic and fact-moving charity at a time when we will undoubtedly attract national and international attention.

We need partnerships to deliver incredible change on the ground, where we can have greatest impact in supporting all children with disability and their families. Partnerships to help us better understand the problems and to find the solutions to tackle obstacles at key transition points in a child's life. Partnerships to raise our voice, raise our profile and increase our relevance and presence within educational, health & social care and corporate professions and environments. Partnerships which help us grow scalable and sustainable support for our mission. And partnerships to raise awareness - that we should 'See the child, Not the disability', And partnerships which create 'Time to Shine' opportunities for children focusing on their ability not their disability.

PURPOSE OF THE POST

Mission centric Volunteering is instrumental to the growth of Caudwell Children. The purpose of this post is to enable the fundraising directorate to

reach departmental goals and objectives and ensure the charity mission is reached. These goals are:

- Diversify Income Portfolio to enable us to build a reliance on funding outside of events.
- New business development to future proof CC growth

ROLE AND RESPONSIBILITIES

- Assisting with predeveloped partnership campaigns
- Building prospect development target lists
- Conducting specific research on orgs/ individuals to understand their interests and CSR (Corporate Social Responsibility)
- Engage with specific targets to build their interest in the Caudwell cause.
- Administrative and data entry tasks such as adding these new leads details on to our IT CRM system Raisers Edge

This list is not exhaustive

PERSON SPECIFICATION

Essential Criteria

- Strong research and analytical skills
- Proficient use of word and spreadsheet packages for report writing and data analysis
- Confident telephone skills
- High standard of written and verbal communications

Desirable Criteria

- Experience of working in the Charity/Third Sector would be advantageous.
- Experience of working in CQC/ISO regulated organisations would also be advantageous.
- Occasional UK travel may be required.

DISCLOSURE AND BARRING SERVICE CHECKS

The Charity is committed to safeguarding children and young people and therefore adopts a safer recruitment approach through a robust recruitment and selection process. All posts within the Charity are subject to DBS checks, in line with the Rehabilitation of Offenders Act (1974). Dependent on the role, one of the following DBS checks may be carried out:

- Standard disclosure
- Enhanced disclosure
- Enhanced disclosures with children's and/or adults' barred list check(s)