**Fundraising Events Volunteer**

**Do you want to help a fundraising events team with research to support disabled children with gaining access to vital equipment, services and assessments to enable them to live their lives to their full potential?**

**What will you be doing?**

* Researching online and contacting potential donors for high- end donated auction items for our fundraising balls and gifts in kind.
* Researching potential community challenges sponsors and their motivations.
* Researching events or networking opportunities to promote fundraising challenges and to seek participants with the option to also attend these events.
* Providing administration support such as creating thank you letters for donors, maintaining our intangibles spreadsheet, data inputting into our CRM IT system, along with terms and conditions writing.

**What skills would be useful?**

* A good level of written communication.
* A good level of computer literacy
* Online research and interpreting information skills

**What’s in it for you?**

* Relevant training, mentoring and support will be provided
* Gain experience to add on to your CV
* Utilise your skills and learn new ones.
* Social opportunities
* Access to wellbeing support
* Out of pocket travel expenses can be reimbursed
* We strive to make reasonable adjustments and improve accessibility to empower everyone to be their best when giving their time to volunteer

**How much time are you expected to give and when?**

Volunteering is flexible. Our centre is open Monday to Friday between 9am and 5pm. For the role to be mutually beneficial, we hope for volunteers to give 3 to 4 hours a week for 6 months.

**Where is the role located?**

At our Caudwell Children Centre on Innovation way, Keele University Campus, ST5 5NT. Remote opportunities available as well.

Minimum age for this role: 16

To apply fill out our online application form on our website or if you have questions email [volunteer@caudwellchildren.com](mailto:volunteer@caudwellchildren.com) or ring 0345 300 1348