

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

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 3 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 or ring **0345 300 1348**