



Role Description: Community Fundraising Volunteer

We are looking for an enthusiastic **Community Fundraising Volunteer** to help raise vital funds for **Unity Support Network**. In this role, you will support fundraising efforts by **organising events, seeking donations, and building relationships with local businesses and supporters.**

You will play a key role in **securing resources** to sustain and expand our community programs, including the youth club, arts and crafts sessions, and initiatives to combat social isolation. This is a great opportunity to **gain experience in fundraising, marketing, and community engagement** while making a meaningful impact.

If you're **passionate about helping others, confident in speaking to people, and enjoy organising events**, we'd love to hear from you!

Skills Required:

- ✓ **Administrative Skills** – Ability to manage records, track donations, and handle correspondence.
- ✓ **Bookkeeping & Finance** – Basic knowledge of managing budgets, recording donations, and financial planning.
- ✓ **Creative Design** – Ability to create engaging flyers, posters, and online content to promote fundraising campaigns.
- ✓ **Evaluating & Renewing** – Assessing fundraising efforts and identifying ways to improve and grow funding streams.
- ✓ **Good IT Skills** – Proficiency in using email, spreadsheets, social media, and online fundraising platforms.
- ✓ **Mathematical Skills** – Confidence in handling numbers, tracking funds, and managing financial reports.
- ✓ **Negotiation Skills** – Ability to engage with businesses and organisations to secure donations and sponsorships.
- ✓ **Organisation & Planning** – Managing events, coordinating volunteers, and ensuring fundraising efforts run smoothly.
- ✓ **Research Skills** – Identifying potential funding opportunities, grants, and sponsorships.

A passion for **community work, confidence in engaging with people, and a positive attitude** are essential!

What's in It for You?

- ✅ **Gain Valuable Experience** – Develop skills in **fundraising, marketing, finance, and event planning**, which can enhance your CV.
- ✅ **Make a Real Impact** – Help raise essential funds to support **local community projects**, making a difference in people's lives.
- ✅ **Networking Opportunities** – Connect with **local businesses, charities, and community leaders** to build professional relationships.
- ✅ **Flexible Volunteering** – Choose hours that **fit your schedule**, whether remotely or in person.
- ✅ **Personal Development** – Improve your **confidence, negotiation, and communication** skills.
- ✅ **Creative Expression** – Use your **design and planning** skills to craft engaging campaigns and promotional materials.
- ✅ **Be Part of a Supportive Team** – Join a **passionate, community-focused** organisation and meet like-minded people.

Volunteering with **Unity Support Network** is **rewarding, impactful, and a great way to give back!**

Time Commitment:

📅 **1 – 2 hours per week**, or whatever time you can spare. We appreciate any contribution that helps support our fundraising efforts!

How We Support Volunteers with Disabilities or Access Requirements

- ◆ **Flexible Volunteering:** Tasks can be adapted to suit individual abilities, and remote opportunities are available where possible.
- ◆ **Accessible Workspaces:** If working on-site, we will ensure a welcoming and accessible environment, including wheelchair access where needed.
- ◆ **Support & Adjustments:** We will provide **reasonable adjustments**, such as assistive technology, larger print materials, or modified tasks to suit your needs.
- ◆ **Inclusive Team Environment:** We foster a **supportive and understanding culture**, where every volunteer is valued and respected.
- ◆ **Clear Communication:** We ensure all instructions and information are **easy to understand** and offer additional support if required.

If you have **specific requirements**, let us know, and we will do our best to accommodate them! 💙

Inclusive Volunteering – We Welcome:

- ✓ **People from all backgrounds and abilities** who are passionate about making a difference.
- ✓ **Those with no prior experience** – we provide guidance and support.
- ✓ **Volunteers with disabilities or additional access needs** – we will make reasonable adjustments.
- ✓ **Retirees, students, and professionals** looking to give back to the community.
- ✓ **People with strong organisational, communication, or creative skills** who want to support a great cause.

⊘ Please note: Volunteers must be **18+**, willing to undergo an **Enhanced DBS check**, and have **no unspent criminal convictions** due to the nature of our work.

♥ **Everyone has something to offer – join us and make a difference!**