

SASHITA

Volunteer position:	Fundraiser (1 post)
Responsible to:	The Board of Trustees
Support Person :	Lesley Lynch or Eileen Jubb

Role purpose

To create effective fundraising opportunities for SASHITA by making funding applications and also organising and overseeing a calendar of fundraising events. These may include dinners, afternoon teas, raffles, auctions, stalls etc.

Specific tasks

- In consultation with Trustees, making appropriate applications for funding
- In consultation with Trustees, developing new and imaginative fund raising events
- Working with the volunteer Fundraising Assistant
- Sharing with the volunteer Fundraising Assistant the tasks required to manage fund raising events
- Supervising completion of Gift Aid certificates in liaison with the Treasurer
- Assisting in raising awareness of SASHITA' s work

Skills and qualities required

The volunteer may come from a wide range of backgrounds and have varied qualities and skills.

Essential qualities for this role:

- Commitment to the aims of SASHITA
- The ability to build and maintain relationships
- The ability to motivate others
- Creativity and imagination
- Good organisational skills
- Resilience
- Sensitivity to the needs of volunteers and donors
- Good interpersonal skills both face-to-face and on the telephone
- Good standard of literacy and numeracy
- The capability to work under pressure
- The ability to work independently with drive and enthusiasm
- Ability to cope with moderate lifting – up to 15kg

Knowledge of, or an interest in, Tanzania would be an advantage.

Commitment

A core commitment of 2 hours a week either to discuss plans with the support person and the Fundraising Assistant or to make various contacts. In addition, assistance at a full day fundraising event approximately every three months.

Support and training

The volunteer will be given regular one-to-one guidance and support. Additional guidance or training will be provided as necessary.

Location of volunteering

- Home-based or Oxfangs Neighbourhood Centre for meetings
- Venues for fund-raising events in the Edinburgh area

Expenses

The volunteer will be reimbursed for essential travel and, on presentation of a receipt, for other expenses incurred.

References

Please supply the names and addresses of two referees who know you well. This may be a previous or current employer, neighbour, head teacher or a previous volunteering project. Please note that a referee cannot be a relative.

Name	Relationship to referee	Position	Address	Telephone number	Email

Applications are welcome from everyone regardless of gender, race, age or disability.

To apply, please contact:-

SASHITA
C/O Volunteer Edinburgh
222 Leith Walk
Edinburgh
EH6 5EQ
Tel: 0131 225 0630

or contact:-
admin@volunteeredinburgh.org.uk