

SASHITA

Volunteer position: Fundraising assistant (1 post)

Responsible to: The Board of Trustees

Support Person : Lesley Lynch or Eileen Jubb

Role purpose

To organise a range of tasks related to community fund-raising events scheduled by SASHITA. These may include dinners, afternoon teas, sales pitches at public events, raffles, auctions, etc...

Specific tasks

Assisting the Volunteer Fundraiser and the Board of Trustees with the following:

- In consultation with the Volunteer Fundraiser and Trustees, developing new and imaginative fundraising events
- Booking space and time for fund-raising events
- Preparing and distributing publicity for such events including setting up and working on any SASHITA stall, carrying and displaying material, welcoming people, presenting SASHITA's work and helping with refreshments as required
- Assisting with the completion of Gift Aid certificates
- 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 Volunteer Fundraiser, the support person 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