

Fundraising Volunteer



VOLUNTEER ROLE DESCRIPTION

Thank you for your interest in joining 'The herd' as a volunteer at The Purple Elephant Project. If you join us, we aim to provide a rewarding and worthwhile experience for you. All our volunteers must be aged 18 or over.

VOLUNTEER ROLE

Fundraising Volunteer

LOCATION

The Purple Elephant Project Centre; The School House, Chase Bridge Primary School, Kneller Road, Twickenham, TW2 7DE
Role may also be home based

TIME COMMITMENT

We ask for a minimum commitment of 6 months
Minimum 2-4 hours per week

WHAT THE ROLE INVOLVES

As a fundraising volunteer, you will work closely with members of our team to support our fundraising activities. Your contribution will play a key role in raising much needed funds to support our work.

Tasks could involve one or more of the following:

- **Event Support:** Supporting with planning, such as researching possible events, on the day logistics, resourcing gifts and prizes, manning stalls, selling raffle tickets, supporting other event volunteers.
- **Online Fundraising:** Helping with online appeals and fundraising campaigns.
- **Community Engagement:** Building relationships with local individuals, businesses, and schools to generate support.
- **Administrative Support:** Supporting our fundraising team with administrative tasks such as processing donations, managing databases, engaging with donors, sponsors, and partners to maintain strong relationships.
- **Collection tins:** Collecting tins, counting and recording donations (with a staff member present), Helping to maintain accurate records and issue receipts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity No: 1186434

Fundraising Volunteer



WHAT YOU COULD GET OUT OF UNDERTAKING THIS ROLE

This role provides the opportunity to help The Purple Elephant Project achieve its objectives and make a big difference to the happiness of children and their families who need additional support. Additional benefits include:

- The opportunity to build your own experience and learn new skills
- Meet like-minded volunteers and be part of a supportive community.

WHAT WE ARE LOOKING FOR (SKILLS/ EXPERIENCE)

- Communication and Interpersonal Skills
- Good communication and interpersonal skills
- Reliable and trustworthy
- Ability to engage with the public, build relationships, and explain the charity's mission.
- Good organisational Skills
- Ability to work as part of a team
- Genuine interest in making a positive impact on children and their families
- Good IT skills (CRM and data management experience a bonus)

TRAINING AND SUPPORT PROVIDED

All volunteers receive an induction when they start with us and regular contact and support from management. We take safeguarding very seriously so we will ask you to read a copy of our safeguarding policy when you start volunteering. We will also need you to agree to having a DBS check. Other training in relation to specific roles will also be provided if needed.

VOLUNTEER EXPENSES

We believe that no volunteer should be out of pocket because of expense incurred when carrying out their volunteering activities on our behalf. As a volunteer, you can claim out of pocket expenses in line with The Purple Elephant's Expenses Policy.

REFERENCES

We ask volunteers to provide details of 2 referees for some of our volunteer roles. This is to help us confirm the identity of our volunteers and to build up a better understanding of them.

DO YOU HAVE ANY QUESTIONS?

If you would like some more information or have any other questions about this role. Please contact us at info@thepurpleelephantproject.org and someone from the team will be in touch.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity No: 1186434