



## Volunteer Role Description

**Title:** Fundraising Coordinator

**Position Type:** Volunteer

**When:** as required

**Time commitment:** 3 hours a week

**Reports to:** Foodbank Manager

**Overview of the role:** This role is focused on maximising the funds raised by the food bank, and through it promoting our message and goals. This valuable role will ensure the food bank has a strong fundraising foundation, that will help shape how it operates now and in the future.

### **Key tasks**

- Maximising funds raised by the food bank
- Developing links with local organisations and businesses
- Participating in and representing the food bank at fundraising events throughout the year
- Developing and delivering engaging presentations
- Liaising with the council to obtain relevant licences
- Recruiting and coordinating volunteers for street collections
- Organising fundraising events
- Motivating and supporting other volunteers to engage in fundraising
- Remaining up to date with fundraising best practice and legislation
- Creating regular reports for the Board of Trustees

### **About you**

- Dynamic and innovative
- Excellent presentation skills
- Strong interpersonal skills
- Self-motivated
- Strong team player
- Very organised
- Previous fundraising experience is desirable

**Benefits of volunteering**

- Using your existing skills to make a difference
- Meet new people who share your passion to eradicate poverty in the community
- Make a real difference to the running of your food bank

**Impact of your role**

- Helping to drive efficiencies in the running of the food bank
- Protecting the future of the food bank
- Developing the reach of the food bank.

**Support**

You will be given all the required training and support whilst learning the role.

You will have a main contact throughout your time volunteering. Your main contact will be Fran Chamings

**How to apply**

For more information please contact [HR@westberks.foodbank.org.uk](mailto:HR@westberks.foodbank.org.uk) or fill in our application form found on our website [westberks.foodbank.org.uk](http://westberks.foodbank.org.uk)

Date approved:

Approved By: