



## **ROLE DESCRIPTION & PERSON SPECIFICATION**

- Job Title:** Volunteer Neighbourhood Fundraiser
- Location:** The BOSP Office, Wat Tyler Country Park and out in the community
- Day and Time:** Monday or Thursday – approx. 4 hours per week
- Reports to:** BOSP's Community Fundraiser

### **The Role:**

Supporting BOSP's fundraising function, your principal task will be to establish relationships in the community to increase local charitable giving and build awareness of BOSP.

### **Main duties, but not restricted to:**

- Collect and replace full pots from local businesses and organisations
- Maintain and update BOSP's spreadsheet of collection pot and fundraising buckets
- Number and label collection pots
- Source materials and prizes from local businesses for BOSP raffles and auctions, via personal visits and letters
- Donor Stewardship – sending out thank you letters and 'the difference you have made' letters to donors
- Sourcing potential 'potholders' – visiting prospective establishments and asking if they would mind keeping a pot at the till on behalf of BOSP
- Counting of pot/buckets prior to forwarding to BOSP's Financial Controller
- Organising bucket collections at various venues, including shopping centres and football stadiums etc. - including volunteer rotas and obtaining correct permissions
- Managing and updating Salesforce CRM (Customer Relationship Management system), to record donor contact and preference information
- Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters
- Positively raising awareness of the Charity

**Ad-hoc Fundraising duties to support Fundraising Function such as:**

- Recording Volunteer hours delivered
- Photocopying and laminating
- Representing the Charity at statutory, private and third sector organisation events
- To help the Community Fundraiser prepare for community events such as Summer Fetes, Charity balls etc.

**Person Specification:**

Training will be given, but the following qualities are essential:

- Someone with a determined interest in raising funds to help ensure isolated children with complex disabilities or life-limiting illnesses can access fun social activities
- Cheerful, chatty and friendly disposition, able to work with people from all walks of life
- Conscientious, highly organised individual who takes a pride in their work
- Excellent verbal, written and listening skills
- Ability to develop and maintain respectful relationships and confidences
- To be sensitive and caring to the needs of the families, children and young people who use BOSP's services
- An enthusiastic self-starter who can quickly grasp the Charity's ethos and way of working
- Able to foster an atmosphere of mutual respect and support with work colleagues and volunteers
- Good team player
- The ability to protect confidential information in line with BOSP's Confidentiality Policy
- Commitment to anti discriminatory practice and equal opportunities
- Respect for people's culture, be open minded and non-judgemental
- Understands, supports and is committed to the values of BOSP
- To comply with a standard DBS and suitable references
- Flexible attitude
- Have a full clean driver's licence and access to own car