

Job Description and Specification

Job Title:	Volunteer Fundraiser
Location:	Post based at Lucy Faithfull Foundation Offices in Epsom, Surrey.
Reporting to:	Media and Communications Manager
Salary:	Volunteer position
Working Hours:	Flexible hours, open to negotiation 4 hours per week

We are looking for someone to help us maximise fundraising opportunities and raise awareness of our services by assisting us to implement a new fundraising strategy. This is a versatile position which requires innovative thinking and would suit a person who is project oriented. You will support a team of four Lucy Faithfull Foundation staff members, working closely with the Media and Communications Manager and the Finance Director.

BACKGROUND:

The Lucy Faithfull Foundation (LFF) is the only UK-wide child protection charity dedicated solely to reducing the risk of children being sexually abused.

Our vision is of a society where children are free from sexual abuse and exploitation.

Our mission is to prevent abuse from happening by working in partnership with voluntary and statutory sector professionals as well as the general public.

We run Stop it Now! UK & Ireland, a child sexual abuse prevention campaign. This campaign works across the UK, educating parents, carers and people who work with children and families on the best way to protect children from harm. We also manage the Stop it Now! Helpline. This is a confidential, freephone service which works with adults concerned about sexual abuse.

Our focus throughout 2012 will be on raising awareness of our services and expanding our reach so that we can help more families affected by abuse and prevent offences from taking place. With this in mind, we are developing and expanding our fundraising capacity to support our existing grants from government bodies and charitable trusts.

KEY TASKS:

- Assisting in the implementation, management and operation of a fundraising database
- Increasing funds by researching charitable trusts whose criteria match the charity's aims and activities

- Assisting the Media and Communications Manager, as well as others, with writing funding applications and bids
- Assisting in researching other possible funding streams, including opportunities with statutory bodies and corporate companies
- Monitoring communications with existing and potential supporters including 'Thank You' letters.
- Inspiring new supporters to raise money
- Supporting the Media and Communications Manager in other areas of marketing and communications as needed. For example, research related to a large scale event including managing guest lists, invitations etc.

OTHER:

- To take part in training, supervision and team meetings when required.
- Adhere to the Health and Safety at Work Act 1974 and fire regulations
- Work within the policies and procedures of The Lucy Faithfull Foundation.

ATTRIBUTES AND EXPERIENCE

- Enjoys working in a small team
- Enthusiastic
- Good communication and interpersonal skills
- The ability to prioritize tasks and manage time efficiently
- Methodical with good organisational skills
- Good Administrative/IT skills – experience of databases would be advantageous
- Willingness to update knowledge and develop skills
- Finds research work rewarding

WHAT WE CAN OFFER:

- An inspiring workplace where you will be based among a staff team committed to protecting children
- Help in developing your organisational, communication and fundraising skills

MORE INFORMATION ABOUT US:

www.lucyfaithfull.org.uk

www.stopitnow.org.uk

www.parentsprotect.co.uk