

## **Volunteer Fundraiser London Borough of Hillingdon**

As a Volunteer Fundraiser for unpaid carers, you will play a key part in helping Carers Trust Hillingdon & Ealing secure funding that enables us to continue and expand our vital services for unpaid carers across the borough.

Working alongside senior managers, you will help identify and apply for funding opportunities, assist with administrative and community-based fundraising activities, and represent the charity in local events. Your support will directly contribute to improving the quality of life for carers by enabling new services, resources, and opportunities.

This role is ideal for someone with good communication and organisational skills who enjoys building connections and making a tangible difference in the community.

### **Key responsibilities**

1. Research and help identify funding opportunities relevant to our work with carers
2. Support senior managers with administrative tasks linked to grant applications and fundraising
3. Keep accurate records of fundraising activity, donations, and outcomes
4. Attend and help organise fundraising events that support our mission
5. Assist or lead in writing small grant applications
6. Collect and log donated items for our range of services
7. Monitor when key funding streams renew or reopen, ensuring timely applications
8. Carry out any other agreed tasks related to fundraising and community engagement
9. To carry out the above tasks in accordance with the policies of Carers Trust Hillingdon & Ealing, including our Equal Opportunities, Safeguarding, Confidentiality and Health & Safety

### **Commitment**

Two days per week for a minimum of 12 months, hours and days to be arranged

### **Specialist skills/training/ knowledge required**

1. Good understanding of marketing and community engagement
2. Excellent written and verbal communication skills
3. Organised, reliable, and able to manage multiple priorities effectively
4. Experience writing small or medium, funding applications
5. Willingness to travel across the borough to attend events (expenses reimbursed)
6. Comfortable working both independently and as part of a team
7. Able to understand and work within resource and role boundaries
8. Passionate about achieving a high-quality service for unpaid carers in Hillingdon
9. A commitment to equality, diversity and inclusion

### **Benefits of this role**

1. Purpose and fulfilment: contribute directly to sustaining and growing services that support unpaid carers
2. Professional experience: gain valuable insight into charity fundraising, marketing, and community partnerships
3. Skill development: strengthen your communication, writing, and organisational skills
4. Confidence building: engage with funders, local businesses, and the public in meaningful ways
5. Training and support: receive full induction and ongoing training and guidance from experienced staff
6. Recognition: be part of a supportive team, attend volunteer celebrations, and receive references or certificates for your contribution
7. Reasonable travel expenses can be claimed in line with our volunteer policy
8. All volunteers will be given a full induction at Carers Trust, Uxbridge
9. You will receive all relevant training from experienced staff
10. You will receive regular supervision and support
11. You will be a part of a supportive team, have the opportunity to attend volunteer celebrations and receive certificates for your contribution
12. A reference can be issued after an agreed period of volunteering

### **Please note**

- All successful applicants will be required to complete an enhanced DBS criminal record check and we will take up references
- Minimum age for volunteers is 18 years
- Minimum commitment is 12 months

### **To apply**

A H4ALL application form must be completed. Please note we require two references.

To obtain an application form:

- Visit [www.h4all.org.uk](http://www.h4all.org.uk) and download or print an application form
- Email [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk) to request an application form to be sent to you by email or post
- Telephone 01895-676-111

Send your fully completed application form by:

- Email to [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk)

Post to H4ALL, Volunteer Hub, Key House, 106 High Street, Yiewsley, UB7 9BQ