

Fundraising & Grants Volunteer, Harefield
Hillingdon Narrowboats Association
(office, home based, community settings, occasional local events)

Hillingdon Narrowboats Association is a volunteer-led charity based in Harefield, providing affordable and accessible narrowboat experiences for local people, community groups and organisations. Our boats enable people of all ages and abilities to enjoy the waterways, spend time together and experience something they may not otherwise have the opportunity to do. Our work helps bring people together, reduce social isolation and support wellbeing, while ensuring that Hillingdon's canal heritage remains accessible to the wider community. We are looking for an enthusiastic, organised and creative volunteer who would like to help us raise vital funds for our charity. You may already have fundraising, grant-writing, communications or community experience, or simply be willing to learn and bring new ideas. We particularly welcome someone who is confident researching opportunities, writing clearly and building positive relationships.

- Role responsibilities:**
- Support HNA by raising and securing funds so we can maintain our boats, develop our services and continue providing affordable and accessible boating experiences for the community.
 - Research suitable grants, trusts, local funding programmes, sponsorship and other fundraising opportunities.
 - Help prepare clear and engaging funding applications, letters and supporting information.
 - Support the development of fundraising ideas, campaigns and community events.
 - Help build positive relationships with local businesses, community organisations, funders and supporters.
 - Assist with gathering information, costs, evidence and outcomes needed for applications and funder reports.
 - Keep simple and accurate records of applications, deadlines, contacts and funding outcomes.
 - Support with thank-you messages, updates and other communications with donors and funders.
 - Work with trustees and volunteers to identify fundraising priorities and help turn good ideas into practical funding opportunities.

Skills and attributes required:

Good written and verbal communication skills; basic IT skills including email, Word or similar packages; confidence carrying out online research; and the ability to organise information and meet application deadlines. Experience of fundraising, grant applications, bid writing, community engagement or basic budgeting would be helpful but is not essential. Organised, reliable and trustworthy, with good attention to detail and a positive, can-do approach. You should be creative, able to communicate clearly, comfortable working independently as well as part of a team and willing to learn. Patience, persistence and the confidence to follow up opportunities are also valuable in fundraising.

Training and support given:

A friendly induction will be provided, including an introduction to HNA, our boats, our charitable aims and our current fundraising priorities. You will receive guidance from trustees and experienced volunteers on our existing

projects, funding needs, record keeping and relevant policies. Support will be available as you research opportunities and prepare applications. Any training needed for the role will be provided free of charge.

Benefits of volunteering:	You will have the opportunity to develop practical experience in fundraising and grant applications while supporting a friendly, volunteer-led local charity. The role can help build skills in research, writing, communication, relationship-building, planning and project development. You will be able to contribute ideas, meet people across the local voluntary and community sector and see the direct impact that successful fundraising has on HNA's boats and the people who use them. A reference can be provided after a sustained period of regular volunteering.
Policies / codes of practice:	Volunteers are asked to read and follow HNA's relevant policies and procedures, including our Code of Conduct, Volunteering Policy, GDPR/Data Protection requirements, Safeguarding Policy and any fundraising or financial procedures relevant to the role. Confidential information about funders, donors or applications must be handled appropriately. You will be supported by/ reporting to HNA Trustees/ designated fundraising lead.
Commitment:	This is a flexible role with no fixed minimum time commitment. Volunteers are welcome to give as much or as little time as they are able. Some fundraising tasks may only take an hour or two, while larger grant applications may need support over several weeks. Regular involvement where possible is helpful so that applications, deadlines and follow-ups can be seen through from start to finish. Volunteers are welcome at our Harefield canal side office and workshop on Wednesdays and Thursdays (between 10am and 4pm) to prepare materials or meet with the team but many fundraising tasks can be completed at home at a time that suits you.
Other:	Minimum age to apply for this role is 18 years and over. Expenses can not be claimed. References are not required. A basic DBS will be undertaken by HNA (passport, driving licence, proof of address required). The Boathouse is served by public transport; nearest bus stop is 15 minutes' walk away and the nearest train stations are Rickmansworth (2 miles) and Denham (2½ miles). Limited parking is available at our Harefield base, including accessible parking. For outreach events, the venue and travel details will be provided in advance; parking and public transport arrangements will vary by location.
To apply:	1. Visit volunteering Volunteer Hub H4ALL and download or print an application form OR Email volunteerhub@h4all.org.uk to request an application form to be sent to you by email or post 2. Send your completed form by email to volunteerhub@h4all.org.uk OR post to H4ALL, Volunteer Development Team, Key House, Yiewsley, UB7 9BQ 3. Call 01895-676-111 to speak to a member of the H4ALL volunteering team in person