

TRUSTS FUNDRAISER

Charity No: 1081257

Bereavement Care is a registered charity operating in North West London – covering the London Boroughs of Harrow and Hillingdon and the surrounding area. Our mission is to relieve the suffering and distress caused by bereavement for all adults and children in the local community.

We are looking for a Trusts Fundraiser who will help us achieve our goals through a regular mailing to small and medium sized trusts. This exciting role will help us increase our Trust and Grant Fundraising capacity, delivering additional funding to benefit the people we support across the organisation.

<u>Main purpose of the role:</u>	To secure funding from a range of statutory and grant making funders to enable Bereavement Care to carry out projects in furtherance of its charitable objectives. To ensure effective oversight of successful applications.
<u>Commitment required:</u> <u>Reporting to:</u>	4-6 hours per week The Fundraising Manager
<u>Benefits for you:</u>	Out of pocket expenses and a small percentage of donations achieved
<u>Role responsibilities:</u>	<ul style="list-style-type: none"> • Looking for funding opportunities • Writing funding applications for varied projects
<u>Skills required:</u>	<ul style="list-style-type: none"> • Computer literate and familiar with Microsoft Office tools, internet & email • Research skills • Excellent writing skills and persuasive technique
<u>Attributes required:</u>	<ul style="list-style-type: none"> • Friendly • Reliable • Strong communication and interpersonal skills • Accuracy and attention to detail • Trustworthy • A good understanding of the needs of the charity
<u>Training and support given:</u>	<ul style="list-style-type: none"> • Induction training • Bereavement Skills training
<u>To apply for this role:</u>	<p>A H4ALL application form must be completed. Please note we require two references.</p> <p>To obtain an application form:</p> <ul style="list-style-type: none"> • Visit www.h4all.org.uk and download or print an application form

- Email volunteerhub@h4all.org.uk to request an application form to be sent to you by email or post

Send your fully completed application form by:

- Email to volunteerhub@h4all.org.uk
OR
- Post to H4All, Volunteer Development Team, Key House, 106 High Street, Yiewsley, UB7 9BQ