

# Fundraising and Events Volunteer Assistant

## Hillingdon Brain Tumour Injury Charity



Hillingdon Brain Tumour & Injury Charity provide wrap-around care for people with brain tumours and injuries, and their families. It includes educational, emotional, and practical support to improve quality of life, assistance with challenges in diagnosis, treatment, daily care, end of life and after-care. We increase awareness to tackle late diagnosis and prevent loss of life. We create opportunities for people to have a fulfilling life, despite disabilities and challenges.

We are looking for a reliable, enthusiastic, organized, and empathetic individual to help confidently support our fundraising and events manager on charity fundraising, from engaging with current and potential donors to applying for grants and developing the charities fundraising opportunities. As well as assisting with the organisation of the charities fundraising events.

**Main purpose of the role:** This role is to support the Fundraising & Events Manager with fundraising, raising awareness of the charity, with the organisation of events and increasing 'become a friend' monthly signups.

**Commitment required:**

- 1 day a week or ½ day a week (open to flexibility as weekend and outer working hours could be required for events)
- Reporting to Eleanor Peabody, Fundraising & Events Manager

**Benefits for you:**

- This role will give you the opportunity to work with a small but hugely impactful charity that offers a bespoke service to our clients. You will make a huge difference to people's lives and the community. This role is a great opportunity for a people person who enjoys building relationships and talking to new people as you will be networking with local businesses, charities and more. We offer you the chance to be creative through the organisation of fundraising events. We offer knowledge and experience with understanding of how fundraising is secured and offer skills in event management/organisation as you will be assisting in running fundraising/ awareness events in the community.

**Role responsibilities:**

- As a volunteer you will help to deliver event & fundraising communications around the community ie. local shops. You will contribute to funding grant applications by helping to write & proofread, as well as social media posts and marketing communications. You will engage with potential donors ie. local businesses to secure support/ sponsorships or donations for events. You will support a committed team with the set up and take down of events, as well as the put together of gift bags/ information packs, marketing materials. Lastly you will help develop and increase our 'become a friend sign up's by engaging with customers regularly in our Centre of Hope charity shop.
- Other responsibilities could be required

**Skills required:**

- IT skills, Excel, Word (essential)
- Social media (desirable, not essential)
- Understanding the importance of and ensuring our Confidentiality policies are adhered to

**Attributes required:**

- Good communication skills
- People person
- Reliable
- Organised
- Excellent attention to detail
- Flexible

**Training and support given:**

- Induction to our charity
- An introduction to our guidelines, policies and procedures
- Training on volunteer role
- Overview of the charity and what we do, overview of the role, meeting with all members of the team

**To apply for this role:**



- Visit [www.h4all.org.uk](http://www.h4all.org.uk) and download or print an application form OR
- Call 07395 282825 to speak to a member of the volunteering team OR
- Email [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk) to request an application form be sent to you by email or post.
- Email your completed form to [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk) OR
- Post your completed form to H4ALL, Volunteer Development Team, Key House, 106 High Street, Yiewsley, UB7 9BQ.

An H4ALL application form **MUST** be completed.