



Citizens Advice Taunton  
St Mary's House  
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Taunton, TA1 1SB

**[tauntoncab.org.uk](http://tauntoncab.org.uk)**

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Volunteer Fundraising Events Team Co-Ordinator

Role Description & Person Specification (March 2017)

## Reporting to

Fundraising Consultant and Office Manager

## Context

We are launching a new fundraising project to boost the charity's income. This is a vital new initiative and team members will have a chance to make a real difference to the charity's future.

The project will be led by the Fundraising Consultant (Richard Cottrell) and the Office Manager, who will provide full training and support between them.

The Events team will play a key role in generating support via;

- Community events (eg Taunton Carnival, Summer Fayres)
- Local community groups (e.g. Churches, Schools, Lions, Rotary and WI groups)
- Local sporting event collections (e.g. Somerset CCC, Taunton Rugby Club matches)
- Supermarket collections and tokens

## Role Description

### Main tasks

- Identify opportunities with potential to raise funds for CA-T to attend and/ or present
- Create calendar of events and community activities, for review by Fundraising Consultant and Office Manager
- Build relationships with local community groups, local event and sporting event hosts, local supermarkets and other organisations as appropriate
- Investigate potential for CA-T to organise its own fundraising events
- Be confident in presenting CA-T's work, its objectives and case for support
- Co-ordinate team of five Volunteer Events Officers, each attending approximately 10 events per year, with a minimum of two attendees per event
- Record details of events and activities attended, and resulting value of donations
- Collect – and provide temporary secure storage – for cash and cheque donations, and assist Office Manager in donation processing and banking
- Co-ordinate stock and distribution of display and marketing materials. Liaise with Office Manager and Fundraising Consultant to ensure materials are in stock and fit for purpose
- Participate in team meetings and reviews as appropriate

## Other tasks

- Complete the required training
- Carry out any other tasks that may be within the scope of the post to ensure the effective delivery and development of the project
- Maintain an awareness of the Code of Fundraising Practice
- Uphold the aims and principles of the CA service and its equal opportunities policies
- Be aware of health & safety considerations/assessments for the activities involved, and share responsibility for own safety and that of others

## Person specification

- Half a day per week, flexible according to calendar of events
- Reflect and support CA-T's confidentiality policy, and equality and diversity strategy
- Follow the office's systems and procedures
- Able to use IT systems and packages
- Able to give and receive feedback objectively and sensitively and a willingness to challenge constructively
- Excellent communication skills; in person, orally and in writing
- Able to monitor and maintain own standards
- A willingness to attend training and other meetings
- To be approachable and friendly
- To be trustworthy when handling cash and cheque donations
- Able to motivate others
- Able to co-ordinate and (where appropriate) manage fellow volunteers
- Able to work on own initiative
- Able and willing to work as part of a team

Jon Shoesmith (Chief Officer)

27-3-17