



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

tauntoncab.org.uk

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Volunteer Fundraising Events Officer

Role Description & Person Specification (March 2017)

Reporting to

Events Team Co-Ordinator 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 Officers 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

- Attend up to ten events (as part of team of at least two people) in or near to Taunton Deane, working in partnership with the Events Team Co-Ordinator
- Be confident in representing CA-T's work, its objectives and case for support to individuals and groups. Build good relations and rapport with those you meet
- Collect – and provide temporary secure storage – for cash and cheque donations
- Take part 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

- 6 days per year (or a larger number of half days), 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
- Be trustworthy when handling cash and cheque donations
- Able to work on own initiative
- Able and willing to work as part of a team

Jon Shoesmith (Chief Officer)

27-3-17