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| **Title:**  | Fundraising Volunteer |
| **Area:**  | Fundraising |
| **Reporting to:**  | Fundraising Manager |
| **Place of work:** | Greater Manchester |
| **Hours of Work**  | TBC |
| **Salary/scale:**  | Voluntary  |
| **Benefits:** | NA |
| **Closing Date** | NA |
| **Date of Interview \*\*** | NA |
| **Start Date** | NA |

*This post is subject to DBS disclosure scheme and there is an Occupational Requirement under the Equality Act 2010 Schedule 9 (Part 1) for the post holder to be a woman.*

**Background**

Trafford Domestic Abuse Services (TDAS) is a registered charity offering support to individuals and families living or working in the Trafford area who are suffering or who have suffered domestic abuse. We provide both intervention and prevention services and work in partnership with other voluntary organisations to support families across Greater Manchester.

**TDAS Values**

**I**nnovative: introduce new ideas, are creative and foreword thinking.

**C**ollaborative: work in partnership with key stakeholders to enable people to achieve a defined & common purpose

**O**penness: create an open culture, provide transparent reporting, good fundraising and governance.

**P**erson centred: provide coordinated, personalized and enabling services to everyone

**E**mpowering: empower our service users to become stronger, more confident, being aware of their rights and privileges and live a more meaningful and fulfilling life.

**Purpose of the role**

To support and contribute to all aspects of fundraising on behalf of TDAS.

You can fundraise as part of our “Friends of TDAS” volunteer fundraising group, or you could create an event with friends or colleagues to raise money for TDAS within your own time.

**Main duties**

* To develop and implement successful initiatives for maximising income from fundraising.
* To identify potential funding opportunities.
* To send out relevant marketing material to donors.
* To be responsible for creating and maintaining key relationships with supporters.
* To attend networking meetings where applicable.
* To assist in planning fundraising events and attending fundraising events where possible.
* Posting on social media such as Facebook, X and Instagram.

# Experience/ Knowledge/ Qualifications

* Excellent communication and interpersonal skills
* Strong relationship-building abilities
* Ability to work independently and as part of a team
* Proficient in Microsoft Office Suite
* Positive commitment to Equality and Diversity
* Approachable, reliable, trustworthy
* Good IT skills
* Ability to use social media platforms
* Experience of fundraising within a charity would be beneficial
* A general understanding of domestic abuse, its effects on the victims, their families and the wider community
* A commitment to TDAS Values
* Clear understanding of confidentiality and an awareness of GDPR

**Supervision**

* This volunteering role is subject to receiving satisfactory references and may require an enhanced DBS check.
* Volunteers are responsible to the Fundraising Manager and Volunteer Manager
* Volunteers are to ensure that all organisational policies and procedures are followed and adhered to appropriately.
* Volunteers are expected to follow reporting procedures outlined by the Fundraising Manager and in line with Policy and Procedure; this applies to all concerns, incidents and anything relating to Adult and Child Protection/Safeguarding.
* Volunteers are expected to attend regular supervision meetings with the Fundraising Manager.
* The health and safety of volunteers, staff and service users is paramount, and it is essential that volunteers take accountability of this when undertaking this role

**Benefits**

* Volunteers will be offered training, which is relevant to the volunteering role, which will be provided by the organisation. This may be in house training or through an external organisation.
* Travel expenses will be reimbursed (within reason and agreed with the Fundraising Manager)
* Ongoing personal development and training will be supported, encouraged and facilitated where possible
* The opportunity to make a real difference to those who use our services.
* Gain valuable experience in fundraising
* Contribute to a supportive and rewarding work environment
* Expand your professional network and enhance your career prospects

# Additional Information

# We are committed to creating an inclusive and diverse workplace where everyone feels valued and respected. We encourage applications from people of all backgrounds, regardless of their race, ethnicity, gender, sexual orientation, religion, or disability.

**How to apply**

* If you are interested in applying for this volunteering role, please complete the Volunteer Application form on our website and return to: admin@tdas.org.uk
* If you have any questions or would like to discuss this opportunity further, please feel free to call the office on 0161 872 7368.