



## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job title</b>	Community Fundraiser Volunteer
<b>Reports to</b>	General Manager, A Way Out
<b>Ethos of A Way Out</b>	<p>A Way Out is a charity with a difference.</p> <p>We are an outreach and prevention charity working with the most vulnerable and excluded women, families and young people. We engage, empower, equip and enable to prevent further harm, exploitation and life limiting choices and behaviours.</p> <p>A Way Out is not a “three strikes and you are out” agency, but one that works patiently and tirelessly with grace and mercy at the core, which motivates us to “go the extra mile”.</p> <p>A Way Out believes in meeting people where they are, building hope and trust, and empowering them towards recovery and ‘a way out’ of their difficulties.</p>
<b>Job Summary</b>	<p>Use your flair and self-motivation to maximise the generation of community funding and support for A WAY OUT, whilst fully conforming to industry best practice and legal requirements, to maintain and raise the profile of the organisation and to contribute to the development and delivery of a cost effective community fundraising strategy.</p> <p>To support the development and growth of A Way Out’s community fundraising through specifically agreed fundraising projects/events, including small and large community events; community partnership development; individual givers and donors.</p>

### Key responsibilities and duties

- To contribute to A Way Out's cost effective Community Fundraising Strategy to maximise net voluntary income opportunities through community fundraising events and activities, in line with A Way Out's Business Plan and the industry best practice and legal requirements.
- To implement and deliver activities and events in line with the above Community Fundraising Strategy such as:
  - Supporting local fundraising and awareness events
  - Running a stall at an event
  - Delivering a presentation to a community group
  - Attending cheque presentations
  - Raising awareness of the work of A Way Out and the issues faced by clients
  - Being a local contact for existing and new supporting groups
- Approach individuals, schools, universities, local businesses and commercial organisations on behalf of A Way Out, as agreed with the Line Manager, to identify potential new fundraising opportunities.
- To respond to local fundraising opportunities, referring to Line Manager as appropriate.
- In agreement with Line Manger, co-ordinate and develop fundraising initiatives ensuring any fundraising events are planned, marketed and executed within the planned expenditure and income budget whilst fully conforming to industry best practice and legal requirements.
- To work in partnership with other A Way Out staff and volunteers to promote events and activities initiated centrally.
- To pass on all partnership and supporter contact information for centrally held records, including information relating to relevant communications.
- To ensure that contributions arising from the fundraising activities are acknowledged, thanked in a timely and appropriate manner and that supporters/donor relationships are positively maintained.
- To maintain an up to date awareness, appreciation and understanding of the work of A WAY OUT projects and services.
- To ensure key messages are in line with the direction of A Way Out and in line with A Way Out's Business plan.

**What's in it for you?**

- Develop fundraising skills
- Develop event management skills
- Play an essential role in supporting A Way Out to engage, empower and equip vulnerable and excluded women, families and young people to live lives free from harm, abuse and exploitation.
- Be active, engaged and meet new people
- Add value to your local community
- Learn new transferable skills and improve your CV

**Skills required:**

- Great people skills, approachable and friendly
- Organised, methodical and reliable
- Negotiating and influencing skills
- Ability to securely handle money
- Enthusiasm and passion for the work of A Way Out

**Training and support:**

- You will receive the following package of training:
  - Child & Adult Safeguarding
  - Professional Boundaries when working with vulnerable clients
  - A Way Out Vision & Values
  - Community Fundraising Training

**Safeguarding:**

Volunteer Community Fundraisers should be 18 years or older. A DBS check is processed for all A Way Out volunteers

**General terms of reference – In carrying out the above duties the post holder will**

- Take responsibility for fulfilling job description.
- Participate in appraisal, training and supervision processes.
- Ensure the implementation of all A Way Out policies.
- Undertake other duties appropriate to the role.
- Work strictly within the guidelines of the organisation's Safeguarding, Confidentiality, Professional Boundaries, Data Protection and Health and Safety Policies at all times.