**Children on the Edge:**

**Volunteer Role Description and Skills Profile**

Your Chance to Help Change a Child’s Life

The Children on the Edge Head Office is based in Chichester, West Sussex. From this office the charity drives its international development strategy, major fundraising and charitable governance.

We are always keen to hear from people who identify with our aims and goals and who have a heart for volunteering their time for a truly worthwhile cause.

Role titleFundraising PR and Communications Volunteer

Role description

We are looking for skilled communicators to support our fundraising office in the area with PR and press and help make COTE’s voice heard. By monitoring local media to identify fundraising opportunities, you’ll make a big difference to Children on the Edge and, ultimately, to the lives of ultra vulnerable children around the world.

What are the goals?

* To build strong community links and awareness of Children on the Edge in the Chichester area
* To help to grow the number of fundraisers and volunteers in this area
* To ensure our supporters feel special and continue to stay involved.

Role activities

If you’ve got what it takes, you’ll be involved in activities including:

* Monitoring the local print, online and radio news and identifying potential relevant fundraising opportunities
* Filing information appropriately
* Updating COTE’s records of local press contacts and reporters
* Writing up supporters’ fundraising case studies for press releases
* Supporting fundraising groups with any PR required
* Assisting in promoting our local events through stories, press releases and ideas
* Assisting our fundraising team in promoting challenge events and initiatives.

Skills / qualifications required

Ideally you should be able to demonstrate:

* An understanding of the work of Children on the Edge
* Excellent written and verbal communication skills
* Confidence about building rapport over the telephone
* Proficiency in Word/Pages, Excel/Numbers and an ability to conduct internet research
* Understanding/experience in using databases (we use Salesforce)
* An ability to organise your work and work on your own initiative
* Good attention to detail and flexibility
* The ability to adhere to COTE’s policies, such as health & safety and equal opportunities.

Are there any benefits?

In return, as one of COTE’s wonderful volunteers you’ll benefit from:

* Training and support (where required)
* Developing your press and PR skills
* Being part of a fun, enthusiastic and supportive team
* The opportunity to boost your CV
* The privilege of making a difference in children’s lives around the world.

What’s the next step?

Fill out an application form and we will then arrange for you to meet with the Office Manager and/or the Communications Officer.

How much time should I offer?

As much or as little time as you can give with enthusiasm and willingness to get involved and become part of the team.

What days of the week/time of day would you need me?

This is open to negotiation, but it could vary so the role requires some flexibility.

Will I need my own transport?

Not necessarily, but could be an advantage.

Is there an induction and training?

An induction session will be provided to help familiarise you with the work of Children on the Edge and the Head Office team. Full instructions will be given on all areas of responsibility, and training will be provided as and when necessary.