**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 titleLocal Fundraising Support

Role Description

By assisting our Local Fundraising Officer, this role will help ensure local fundraising support is maximised in the Chichester area. This will be through work with local groups such as the Rotary Club and churches, as well as co-ordinating activities and talks in local schools.

What are the goals?

* By building strong links with key community groups you will communicate the essence of Children on the Edge and motivate groups to fundraise
* Through schools talks you will ensure children learn a sense of community spirit and an interest in helping those not as fortunate as themselves
* To convey to local retailers the power of the consumer when it comes to fundraising
* Supporting the Fundraising Officer with basic admin so their time is spent developing fundraising initiatives
* To ensure our supporters feel special and continue to stay involved.

Key tasks and responsibilities

You will be involved in a variety of activities including:

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| * Identifying and developing potential fundraising opportunities within local groups * Delivering talks to community organisations who have supported or who are considering COTE * Giving school talks to classes and assemblies/ thinking of new school lesson |
| * Banking and thanking cash/cheque donors * Processing current and new regular donations * Packing and distributing fundraising packs * Fundraising product research eg wrapping paper for next year * Attending fundraising events eg school fundraising days. |

Skills / qualifications required

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| * good communicator with interest/experience in public speaking * confident speaking in front of groups of adults and/or children * ability to digest the ethos and work aims of COTE * an ability to organise your work and work on your own initiative |
| * proficiency in Word, Excel and an ability to conduct internet research |
| * reliaiblity |
| * database experience |
| * the ability to adhere to COTE policies such as health and safety and equal opportunities * outgoing, bright personality. | |

Are there any benefits?

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

- training and support (where required)

- 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

- having your expenses paid within agreed guidelines.

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 Fundraising 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 could vary so the role requires some flexibility as some talk may be during the day eg schools or rotary clubs and others in the evening.

Will I need my own transport?

Ideally but not essential

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.

Presentation training is provided to ensure you feel confident in communicating COTE’s key messages.