**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 title**:** Trusts and Foundations – Research Volunteer

Role description

We are looking for an organised and methodical researcher to support Trusts and Foundations by developing a database of relevant funding opportunities.

Working together with the Grants Officer you will research relevant trusts, foundations and other funding opportunities from within the UK, Europe and internationally. Due to our recent successful application for equivalency determination status, the USA now offers a wealth of opportunities which were previously unavailable to us.

Developing an understanding of COTE and our work, you will be able to systemically and thoroughly carry out in depth research, using a wide variety of available sources and record your findings in a clear and coherent way.

By identifying key funding opportunities you’ll make a big difference to Children on the Edge and, ultimately, to the lives of vulnerable children around the world.

What are the goals?

* To carry out in depth research using online search tools and existing grant databases, identifying potential grant givers
* To proactively follow leads, resulting in new potential funders that are a good fit to our work
* To create a coherent database of relevant funding opportunities

Key tasks and responsibilities

You will be involved in a variety of activities including:

* Developing an in depth understanding of COTE, our aims and objectives, our projects, our past and current funders and our unsuccessful applications.
* Searching an existing database of grant givers to identify organisations that fit with the current work of Children on the Edge
* Explore further funding opportunities using online search engines such as Google
* Carry out further research, exploring charities and organisations who have similar objectives, proactively following leads and making contact with key people
* Effectively record your findings in a clear and coherent way (Inc. key organisational info, potential grant details – amount, key dates, objectives etc., contacts, relevance)

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
* 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 research and recording 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 our Office Manager and Grants 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.

Will I need my own transport?

No.

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.