



## **TRUSTS AND FOUNDATIONS RESEARCH VOLUNTEER**

### **ROLE DESCRIPTION**

#### **1 DAY A WEEK**

**3 MONTH ROLE** (3 JUL- 29 SEPT 2017) *OR* **6 MONTH ROLE** (3 JUL- 22 DEC 2017)

**LOCATION: CHILDREN ON THE EDGE HEAD OFFICE, CHICHESTER, WEST SUSSEX**

We are looking for an organised, methodical and enthusiastic individual to join our Fundraising Team, as a trusts and foundations research volunteer. This a great opportunity for anyone interested in international development who is looking to gain experience in the sector.

Children on the Edge (COTE) exists to help marginalised and forgotten children living on the edges of their societies. These are children without parental care, neglected or persecuted by their governments, ignored by international media and missed by large overseas agencies. Working in partnership with local communities, we help them to create safe, child friendly environments. We support children to realise their rights and we restore the ingredients of a full childhood by generating hope, life, colour and fun.

This volunteer role is based within the Grants Fundraising Team who are responsible for bringing in up to a third of the organisations income from Trusts, Foundations and institutional organisations, to support our programmes abroad. The role will involve working directly with our Grants Officer.

The Team works closely with the International Programme Director, the Asia Regional Manager and local in-country partners as well as our Executive Director, Communications Manager and Fundraising Manager.

## ROLE DESCRIPTION

We are looking for someone who is organised, methodical and enthusiastic to join us as a Trusts and Foundations research volunteer.

This role will require you to carry out in-depth research into trusts, foundations and other relevant funding opportunities, from within the UK, Europe and internationally to identify potential opportunities for COTE.

Developing a strong understanding of COTE and our work, you will record your findings using our CRM database and categorise these according to our priorities, advising the team on what to apply for, when and why, feeding into our fundraising strategy for the financial year.

Working closely with our Grants Officer, you will also have the opportunity to work on small scale funding applications for our projects globally.

## KEY TASKS AND RESPONSIBILITIES

- Develop a strong understanding of COTE, our projects and our aims and objectives
- Develop an understanding of COTE's trusts and foundations fundraising strategy, our past and current supporters and unsuccessful applications
- Carry out in-depth, thorough research into potential funders based on COTE's current priorities
- Use our CRM database to record all research accurately and generate reports showing current and future prospects
- Work closely with the Grant's Officer to write applications and apply to small scale trusts and foundations.

## SKILLS, QUALIFICATIONS AND PERSONAL QUALITIES REQUIRED

- An understanding of and interest in the work of Children on the Edge
- Excellent written and verbal communication skills
- Proficiency in Word/Pages, Excel/Numbers and internet search engines
- Understanding/experience of using databases (e.g Salesforce)
- An ability to organise your work and work on your own initiative
- Good attention to detail and flexibility

- An active interest in fundraising and or international development
- The ability to adhere to COTE's policies, such as health & safety and equal opportunities
- Educated to A-level standard or above
- Some previous experience in fundraising would be beneficial, although not essential

## WHATS IN IT FOR YOU?

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

- The opportunity to make a meaningful contribution to COTE and the work we do
- Valuable and varied experience of working in the field of international development, research and fundraising
- Being part of a fun, enthusiastic and supportive team
- The opportunity to develop skills, knowledge and experience within an international NGO
- The knowledge that you are making a difference to the lives of vulnerable children around the world

## ADDITIONAL INFORMATION

We are looking for a volunteer who can offer a day a week of their time for 3-6 months, with potential to continue after this time frame. We are flexible as to whether this role is offered over 1 or 2 days per week, however we are keen to establish a regular working pattern. We are specifically looking for someone with enthusiasm and dedication who is willing to get involved and become part of our small and friendly team.

We are always interested in meeting potential volunteers and people interested in supporting us. If the above restrictions mean this role becomes unworkable for you, please do get in touch.

If you are interested in this role, please send a copy of your CV and a cover letter outlining how you fit the qualities and skills outlined in the role description before midday on **9<sup>th</sup> June 2017** to [sarahcollinson@childrenontheedge.org](mailto:sarahcollinson@childrenontheedge.org).

Interviews will be held in the week beginning the **19<sup>th</sup> June 2017**.

If you have any questions about the role, please call Sarah Collinson on 01243 538530 for an informal chat.