

Volunteer Role Description

Fundraising Representative

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e-mail: recruitment@peopleandplanet.orgon-line: www.peopleandplanet.org**Role title:** Fundraising Representative**Role description:** Based in your People & Planet group and *working closely with People & Planet staff and other volunteers*, Fundraising Representatives will help People & Planet raise funds vital to the success of our campaigns and strength of our network. They will do this by:

- Promoting the importance of fundraising to their group and the wider network, acting as an advocate for network fundraising
- Organising fundraising events with their group, for example cake sales and club nights
- Writing news stories about fundraising activities for the People & Planet website and newsletter
- Providing encouragement, advice, and training to their group and other local P&P groups about organising fundraising events and accessing Students Union and RAG funding.

Accountable to: The People & Planet Fundraising Officer

What is expected of a Fundraising Representative?

This role will take up 2-4 days a month (time commitment will vary throughout the year). You will be expected to stay in phone and email contact with the P&P Fundraising Officer each fortnight and:

- Organise fundraising activities and support others to do so (target number for the year to be agreed after recruitment)
- Attend a training weekend in Oxford, Sept 26-27 2009
- Ensure you inform your support staff member of fundraising activities carried out by the group and where possible ensure photos are taken so we can publish them on the People & Planet website.
- Attend a mid-term review meeting with your support staff member in January/February 2010.
- Attend a review and debrief meeting in June 2010.
- Keep in regular contact with your Regional Rep to share knowledge and help coordinate regional group fundraising activities.
- General contact with other Fundraising Representative via social networking to help provide a support forum.

What do Fundraising Representatives get out of the role?

- You will be provided with full training and one-to-one support for your role. This includes training in event planning, communications, delivering training and assessing funds from Students Unions.
- The opportunity to take part in a volunteer accreditation scheme, highly regarded by employers, for your volunteer work as a Fundraising Representative
- Experience of volunteering with the leading student campaigning network in the UK focusing on poverty, human rights and the environment.
- For any future job in the charity or voluntary sector fundraising experience is very highly regarded by employers.
- All of your travel expenses covered and a guaranteed place at the Summer Gathering.
- Use of a People & Planet email address e.g. yourname@peopleandplanet.org

- Employers really value the skills you get from this role, and the People & Planet support office will supply you with a reference.
- The chance to meet and network with dozens of other activists from your region.

How to apply

If you would like to apply to be a Fundraising Representative please download an application form from peopleandplanet.org/volunteers. The deadline for applications is 1 September 2009.

Suitable applicants will be contacted by Friday 11 September 2009 to arrange a discussion about the role, your volunteer's agreement and confirm that you can attend the training weekend in Oxford on September 26/27 2009.

Please note that attendance at the training weekend in September is a condition of acceptance on the scheme.

Person Specification

All applicants must meet the following criteria:

- Involvement in a People & Planet group
- Sympathy with the aims of People & Planet and the desire to create a just and sustainable world through campaigning.
- Access to a phone and the internet.
- Commitment to meeting the expectations of a Fundraising Representative (outlined above).

Desirable attributes:

- Experience of fundraising within a P&P for other voluntary/campaigns group
- Confident communication skills and an enthusiastic attitude to fundraising

Please don't hesitate to get in touch if you'd like to have an informal chat about the role and what it involves.

Call or email Louise Cobb: 01865 245678 or fundraising@peopleandplanet.org