

Description of role

Title	Fundraising Events Volunteer
Department	Fundraising & Business Development Team
Location	Stroud (Brimscombe)
Reports to	Fundraising Events co-ordinator
Hours	Flexible hours

Why the Nelson Trust needs you?

The Nelson Trust is a registered charity that provides treatment, care and support for people with drug and alcohol problems, as well as those with complex psychological and social needs and those at risk of offending. A truly rewarding place to work, our strengths are a dedicated team, passionate supporters and the achievements of our clients.

We are constantly seeking new ways in which to provide our clients with experiences and opportunities which will sustain their recovery and enhance their life chances. Charitable donations are key to making this happen. Every donation counts from £10 to fund a toy our family services, or £100 which provides seeds, plans and tools for horticultural therapy.

Our team is responsible for community-based and national fundraising as well as for the trust's data needs. This includes raising income from events, individual donors, businesses, trusts and foundations. In 2015 we will be celebrating our 30th anniversary and we'll be doing many new and exciting events.

We need a volunteer to join our enthusiastic and dynamic team, the volunteer will help prepare and ensure the smooth running of the events that are held to raise funds and awareness of the charity. The money they raise makes a vital difference to lives of the most vulnerable people in our society.

What will the role involve?

- Role varies for each event; you could be greeting and registering participants, marshalling at a marathon or serving refreshments, representing the charity to all public at each event.
- To help in the Events co-ordinator in preparing and running events. Being prepared to attend events at weekends and evenings if necessary.
- To support the Events co-ordinator in in-putting the online & offline financial gifts onto a database.
- To receive and co-ordinate all internal/external queries for Events via phone and email and pass them onto team members or other teams as appropriate.
- To maintain service standards relating to the timely issuing of "thank you" letters.
- To respond to Events information requests by phone, via email and in writing.
- Be aware of and work within the Nelson Trust's policies and procedures, particularly those relating to Data Protection.
- Perform any other duties as may be reasonably expected from you as directed by the Events co-ordinator.

What skills & experience do I need?

- Previous events experience is not necessary but very welcome.
- Enthusiastic, friendly and a willingness to get involved.
- Experience in handling incoming calls and face-to-face requests from a range of people and dealing with these in a polite and professional manner.
- Some knowledge using databases (training will be provided)
- Word & Excel skills
- Team player

What benefits can I expect?

- The opportunity of meeting new people and working as part of a dedicated and motivated

Team of volunteers

- The satisfaction that you are helping The Nelson Trust improve the life chances & care our clients.
- The opportunity to develop new and existing skills in areas such as fundraising.
- Volunteers can claim previously agreed travel expenses.

How will the Fundraising & Business Development Team support me?

- You will be given an induction and training on all aspects of this role
- The Events coordinator will be available to give you continuous support, advice and guidance. Other members of the fundraising team will also be able available for help and support.

If interested please contact Louisa Cook on 01453 885633 or email louisa@nelsontrust.com