

# Fundraising Volunteer

## What will you do?

- complete an introduction to Citizens Advice Bromley and training for your role
- assist in the planning and delivery of fundraising campaigns
- support with creating marketing and promotional materials with media team
- research for potential donors, sponsors and funding opportunities
- help draft fundraising proposals, thank you letters, and updates for supporters
- represent the organisation in planning and attending local events to help raise awareness and build relationships
- engaging with local businesses and individuals for support and donations
- keep accurate records of donations and communications with donors

## What's in it for you?

- proactive and enthusiastic individuals who are excited to help raise vital funds for our work and have fun doing it.
- comfortable using email, spreadsheet and online platforms (social media)
- experience in fundraising, marketing or events (desirable but not essential)
- creative thinker and full of fresh ideas
- trustworthy, friendly and reliable
- work with a range of different people, independently, in a team and within your local community
- have a positive impact in your community – see how we're making a difference here: <https://www.bromleycab.org.uk/news>



## What do you need to have?

You don't need specific qualifications or skills, but you'll need to:

- be friendly and approachable
- be non-judgmental and respect views, values and cultures that are different to your own
- have a positive attitude towards fundraising and willingness to muck in
- reliability and a can-do approach
- have excellent verbal and written communication skills (or just a love for talking)
- have good IT skills
- be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection
- be willing to undertake training in your role
- have a positive impact in your community
- good communication skills (or just a love for talking)



## How much time do you need to give?

We ask that you can volunteer for at least a minimum of 6 months to 1 year. We can be flexible about the hours that you volunteer so come and talk to us and join us in making a difference whether it's a one cupcake sale, a quiz night, sponsored walk or kind conversation at a time, we'd be thrilled to have you on board.



## Valuing inclusion

Our Volunteers come from a range of backgrounds, and we particularly welcome applications from racially minoritised people/people of colour, disabled people, people with physical or mental health conditions, LGBTQ+ and non-binary people. If you are interested in becoming a media volunteer and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.



## Contact details

Please contact [recruitment@citizensadvicebromley.org.uk](mailto:recruitment@citizensadvicebromley.org.uk) to discuss this position.