

# Fundraising support



## What will you do?

- complete an introduction to Citizens Advice
- provide support to our highly-experienced Fundraising lead, including:
  - produce monitoring reports for current funders, ensuring that all report deadlines are scheduled and outcome reports are prepared in good time
  - help to explore potential funding opportunities and assist with funding applications
  - keep records of fundraising income
  - help to create materials which can be used to raise the profile of our charity and for raising money
  - help to organise fundraising events to raise money from the local community
  - attend meetings of the fundraising committee



## What's in it for you?

- develop fundraising expertise
- build on valuable skills such as communication, listening and problem solving, and increase your employability
- work with a range of different people, independently and in a team
- have a positive impact in your community

And we'll reimburse travel expenses too if you live Elmbridge.



## 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 good listening skills
- have excellent verbal and written communication skills
- have good maths and 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



## How much time do you need to give?

We can be flexible about the time spent and how often you volunteer with us each week, so please talk to us.



## Valuing inclusion

Our volunteers come from a range of backgrounds and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities.

If you are interested in the role of Fundraising support and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.



## Contact details

Call us on 01372 462100 during our office opening hours or use our online form and we'll be in touch.