

## Volunteer Role Description & Person Specification

<b>Title</b>	Volunteer RWT Charity Ambassador
<b>Location</b>	Various – RWT Sites and locations within the local community
<b>Supervisor</b>	RWT Charity Fundraising Coordinator
<b>Also Accountable to</b>	RWT Volunteer Coordinator
<b>Hours of duty</b>	Flexible to meet the needs of the Charity- A specific number of hours per month would be preferred.

### Role Summary/Purpose

To act as an ambassador for the RWT Charity within the local community and become an active member of the Volunteer Fundraising Ambassador Team. This will involve contributing to the planning and facilitating of promotional events and fundraising activities.

### Main Tasks

1. To help develop ideas for fundraising activities with the Fundraising Coordinator and other team members.
2. To liaise with the Fundraising Coordinator to network with other organisations and help build connections with potential stakeholders.
3. To take an active role in promotional and fundraising events as agreed with the Fundraising Coordinator and Volunteer Coordinator. This could include the following (not an exhaustive list)
  - Researching suitable venues, promotion of events, booking equipment, selling tickets, welcoming visitors, attendance at a variety of fundraising events within the local community such as car boot sales, auctions, raffles, sponsored events, supermarket packing, can /bucket shakes etc.
4. To help compile information on the event held – e.g. number of attendee's, tickets sold etc.
5. To ensure that any monies raised are safely deposited within General Office and into the correct Charitable Fund.
6. You may be requested to attend cheque presentations and appear in publications and press releases when required.
7. To comply with Trust policies regarding confidentiality, health & safety at work, fire protection, equal opportunities and control of infection.
8. To undertake the volunteer Trust induction and mandatory training updates as required for the role
9. To attend regular Volunteer Charity Ambassador meetings and supervision meetings with the Fundraising Coordinator.

### Skills/Experience required

Previous fundraising experience is **not** essential; however you must be committed to the aims and values of The RWT Trust & Charity. The following skills would be useful; however the first attributes to be considered will be that you are friendly, approachable and enthusiastic about supporting the work of the Trust & Charity

- Possess organisational skills
- Creative thinking – open to new and innovative ideas
- Ability to work within professional boundaries
- Possess excellent communication skills
- Be able to work independently as well as part of a team
- Ability to network and build strong working relationships
- Flexible approach as attendance at evenings and weekends may be required (for which notice will be given).
- IT Skills with access to a computer and internet would be useful but **not essential**
- Physical fitness may be required for certain tasks – this will be explained during the event brief

On acceptance of the Volunteer role, start date will commence following completion of screening checks and relevant training if required