

SAMARITANS OF STOCKPORT AND DISTRICT FUNDRAISING OFFICER (SUPPORT VOLUNTEER)

SAMARITANS

Stockport & District

Main Purpose of the Role: To recruit, train and coordinate a team of fundraising volunteers to deliver a range of Branch fundraising activities. To be responsible for writing and coordinating the Branch fundraising plans to ensure that the agreed annual income is raised for the Branch.

Position and Support in the Organisation:

Accountable to: Branch Director
Accountable for: Community Fundraising
Reporting to: Branch Leadership Team
Works with: Branch Volunteers

Key Responsibilities:

- ✓ Lead the Fundraising Team
- ✓ Works with the Treasurer to agree a fundraising target that covers or exceeds the Branch operating costs.
- ✓ Plan and report on income and associated expenditure.
- ✓ Work with the Branch Leadership Team (BLT) and the fundraising volunteers to plan a range of fundraising activities and estimate what each will contribute to the agreed fundraising target.
- ✓ Recruit and train fundraising volunteers to take on specific tasks.
- ✓ Attend regional meetings and training related to fundraising, as required.
- ✓ Allocate tasks across members of the fundraising team to deliver planned fundraising activities.
- ✓ Work with Grants Application Officer and fundraising volunteers to investigate and apply for sources of funding from appropriate grant giving Trusts, statutory funders, and local and national businesses, and ensure the applications made on behalf of the Branch provide accurate branch statistics and examples of how funds will be spent.
- ✓ Obtain BLT approval for new grant applications.
- ✓ Provide accurate progress reports to funders on projects they are funding as required.
- ✓ Share, on a regular basis, with the BLT, progress against plan on planned fundraising activities to update them on progress, expenditure and funds raised.
- ✓ Work with the Regional Fundraising Officer.
- ✓ Liaise with other Branches in the region for joint fundraising initiatives and share fundraising ideas.
- ✓ Ensure all fundraising activities are ethical in nature and meet all legal and local council requirements, as set out by the Fundraising Regulator in the Fundraising Codes of Practice.
- ✓ Ensure all fundraising activities comply with Samaritan policies.
- ✓ Ensure all fundraising trading operations meet all associated local and national legislative requirements. Obtain consents where necessary.
- ✓ Maintain record of funds raised and expenditure for fundraising activities.
- ✓ Ensure that all records of volunteers and donors complies with the Data Protection legislation.
- ✓ Produce risk assessments for fundraising activities where necessary.

Qualities & Experience:

- ✓ Fundraising experience essential.
- ✓ Enthusiastic and committed.
- ✓ Friendly and approachable.

Date: 11/7/2023

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- ✓ Willing to learn about our mission and values.
- ✓ Able to manage people and delegated tasks.
- ✓ Able to work as part of a team.
- ✓ Able to communicate with a wide range of people.

Appointment and Timescales:

- ✓ Usually for three years but can be negotiated.
- ✓ Flexible times but may fluctuate depending on the nature and timing of events.

Location, Travel and Expenses:

- ✓ Based between home and the Branch.
- ✓ Out of pocket expenses related to the role will be reimbursed in line with the Expenses Policy

Benefits:

- ✓ Opportunity to positively affect the work of Samaritans.
- ✓ Opportunity to share skills, knowledge, and expertise.
- ✓ Personal development and training.

Recruitment and Selection Process:

The post will be advertised. All interested applicants will be invited to an Informal Chat with the Branch Director

Stage One: The Informal Chat: This is a pre-screening approach. Used to build rapport with the applicant and an opportunity to get to know each other. More relaxed and informal, an opportunity for the applicant to find out more about the role and to share hobbies and general life interests.

- ✓ 30minutes via Zoom with Lynn the Branch Director
- ✓ Brief overview of the Branch
- ✓ Interview dates provided.
- ✓ DBS process required.
- ✓ Training for the role required.

Questions

1. Please can you tell me a bit about yourself?
2. What is your favourite thing about the voluntary sector?
3. What inspired you to apply for this role?

Stage Two: Apply via the Branch Management Tool: The Support Volunteer Application Form will then be available in the BMT, and the interview date sent to the applicant.

Stage Three: A competency Based Interview in the Branch: With the Branch Director and another member of the Branch Leadership Team.

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