**Fundraising Volunteer**

**Background**

Do you want to use your research and networking skills to help bibic raise vital funds and build our profile to help children and families?

We want to help more children and families access our valuable support, and to achieve this we need to raise more funds, that is why we’re looking for volunteers to help boost our local fundraising networks and help research funding opportunities.

**Where**

This role can be based in our offices in Langport, or you may prefer to help us from the comfort of your own home? Occasionally we may require some help out & about in your local community or at events organised by bibic.

**When**

This is an ongoing, ad-hoc role which can be tailored to fit in with your time and availability, but we would certainly appreciate a commitment of a minimum of 5 hours over a month.

**Tasks involved**

* Research potential funders for our work. (You will be guided with how to do this by our experienced Trusts Fundraiser, who will be available to provide ongoing support).
* Utilise Google, Charity Commission website and Funds Online as research tools to identify funders.
* Populate spreadsheets with data gathered.
* Help create fundraising materials – design, wording, copy.
* Support at any fundraising events – these are infrequent – max 2 per year.
* Occasionally collect funds on behalf of bibic – very occasional.
* Act as an ambassador for bibic in your local community.
* Comply with bibic-relevant organisational policies, procedures, and legal requirements such as health and safety legislation for fundraising events and safeguarding.
* Liaising with the Trusts Fundraiser to keep you up to date with bibic’s wider activities.

**Skills required**

* A genuine interest in helping children and families with special educational needs, and/or, disabilities.
* Empathy, compassion, and diplomacy are a must.
* Good verbal communication skills.
* Honesty and reliability.
* The ability to be a team player.
* Computer literate to include basic use of excel, word and internet explorer.
* Financial acumen would be a bonus, but not essential.

**Training and Support**

* All volunteers receive a comprehensive induction to bibic and relevant training for their role.
* Training may be delivered by the Trusts Fundraiser, or the Therapy Manager through online modules, face to face sessions, conference calls, or a mixture of the three.
* We will reimburse reasonable travel/mileage and lunch/refreshments expenses in line with our volunteer expenses policy.
* You’ll receive regular support and updates on the work of bibic.
* You will be provided with the resources and tools to organise and perform the role.

**What’s in it for you?**

* You’ll gain a real personal benefit from knowing you are making a positive change to the lives of children and families impacted by disabilities, and/or, learning difficulties.
* Amongst other skills, the role will help further develop your fundraising and research skills and experience.
* This role is ideal for someone who wants to help others.
* You’ll be part of a national charity.
* After a qualifying period of satisfactory volunteering, you’ll be able to ask for a reference in line with our Volunteer Policy.

**Additional information**

* This role does not meet the criteria for a DBS check, but we will need two referees we can contact to for their opinions on your suitability for this role.
* We ask that you complete the diversity monitoring form to ensure we are involving as wide a range of people as possible.
* We adhere to current GDPR legislation and will provide you with guidance during training about storing confidential information. Your details will be stored safely and never passed on to other agencies without your prior consent.

**If you would be interested in this volunteer role, please email trusts@bibic.org.uk**