**Job Description**

**Job Title: Fundraising and Marketing Volunteer**

**Reports to: Fundraising and Events Officer**

**Location: Hybrid – Home working, Office based (Langport) and events in the community**

**About bibic**

bibic is a small national charity based in Langport, Somerset. We deliver assessments and bespoke developmental therapy to children and young adults aged six months to 25 years old. We see them with or without a diagnosis and support a wide range of neurological and genetic conditions such as Autism, ADHD, Cerebral Palsy, Global Developmental Delay (GDD), Down’s syndrome, Sensory processing difficulties and many more. Often, following our support, children and young adults feel better understood by their parents and carers and are better able to manage their behaviour, emotions and sensory systems through the tools and advice we provide. Parents often talk of how bibic gave them a lifeline when they had nowhere else to turn.

**About the role**

We’re looking for someone who has enthusiasm, creativity and shares the same vision and values as bibic. No two days at bibic would ever be the same. The correct person for this role will be dedicated, reliable and trustworthy.

The primary purpose of this role will be to support bibic’s Fundraising and Marketing team to help the organisation in raising crucial funds and spreading awareness of the transformative work that we do.

**Volunteer Responsibilities**

* To undertake relevant training surrounding policies, safeguarding and health and safety at bibic.
* To arrive on time and complete tasks as set by the Fundraising and Events Officer.
* Communicate with the Fundraising and Events Officer if you are unable to fulfill your duties.
* To be an advocate for bibic and the fantastic work we do – always upholding our values.

**Role Description**

* Supporting bibic to both organise and run community events.
* Helping bibic to distribute, monitor and collect our donation pots.
* Assisting in the completion and distribution of our annual appeals to raise crucial funds for the charity.
* Helping bibic communicate with our donors via telephone, letter or email.
* Assisting in analysis of our marketing and communications.
* Helping to monitor social media platforms.
* Supporting with social media content creation.
* Helping to complete service user questionnaires/surveys.
* Supporting with administrative tasks such as writing thank you cards to donors.
* Helping to research potential grant prospects.
* Any other duties as required by the Fundraising and Marketing team.

Note, that this role description is not contractual and may change over time as agreed with the CEO and Board of Trustees

* Due to the dynamic nature of the sector we work in, role descriptions are subject to review.

**Terms and conditions**

Location: Home Working/Office Based (Langport, Somerset) and working within the community.

References: This role is subject to the receipt of suitable references

DBS: This role is subject to the receipt of a DBS check.