



Fundraising & Communications Volunteer - Role Description

Hours per week:	3-5 hours per week, flexible days/hours to be agreed
Commitment:	Minimum 6 months
Reporting to:	Fundraising & Communications (FR&Comms) Coordinator
Purpose of the job:	To support the FR&Comms Coordinator with Baby Bank Network Bristol's fundraising and communications.
Location:	Home-based with the potential for occasional visits to the warehouse in Fishponds and/or events around Bristol.

We are looking for a volunteer to support the Fundraising & Communications Coordinator with developing and delivering our expanding fundraising and communication plans and activities. This is a broad role, and gives the opportunity to use your existing skills and learn new ones across both fundraising and communications functions. We will also consider applications for people who would like to focus on either fundraising or communications.

Main tasks - to support the FR&Comms Coordinator with:

Fundraising

- Generating and developing fundraising ideas as part of an internal steering group.
- Planning, preparing and delivering our fundraising campaigns online and at events.
- Fundraising administration, such as inputting data to our database.
- Fundraising research, such as gathering basic information about new fundraising products, and compiling lists of potential supporters, schools or businesses.
- Organising the production and management of branded fundraising materials.
- Delivering events at the warehouse in Fishponds.
- Representing Baby Bank Network Bristol at third party events around Bristol such as supermarket collections, stands at community events and the Great Bristol Run.

Communications

- Generating and developing communications campaign ideas as part of an internal steering group.
- Drafting and/or proofing copy for newsletters, blogs, social media and other promotional materials.
- Interviewing contributors for case studies (face-to-face, virtually or via e-mail) and/or developing content from interviews for our communications. For example, our referral partners, volunteers or the families we support.
- General communications administration, such as developing and maintaining media contact lists.
- Organising and distributing printed marketing materials to volunteers and local venues.

Additional duties (as required and agreed)

- Managing and responding to e-mails in the fundraising and/or events inbox, particularly when the FR&Comms Coordinator is not working.
- Liaising with supporters who are fundraising for Baby Bank Network to ensure they have the right materials, information and support, particularly when the FR&Comms coordinator is not working.
- Sending thank you letters to supporters.
- Management of collection tins, including distribution & collection of tins based in local shops, and counting cash in line with our cash handling policy.
- Supporting with preparing content for social media.

Person Specification

Essential:

- Enthusiastic, positive and reliable.
- Excellent written and verbal communication skills, and the ability to communicate appropriately with people from a range of backgrounds both online and face-to-face.
- An interest in and understanding of the challenges the families we support are facing.
- Excellent IT skills.
- Excellent organisational skills, ability to manage workload and keep accurate records.
- Ability and enthusiasm to learn how to use new IT, software and online platforms quickly with limited face-to-face support.
- Ability to and comfortable working remotely and with limited face-to-face support.
- Ability to follow Baby Bank Network Bristol's policies and procedures.

Desirable:

- Previous experience, knowledge and/or training in fundraising and/or communications.
- Ability and willingness to occasionally travel to the warehouse in Fishponds, around Bristol to events and to other venues. Agreed travel expenses can be reimbursed.

Equipment

Unfortunately, as a small charity we are currently unable to provide IT equipment to be used at home for this role. The volunteer will need to have access to a suitable electronic device to access the Baby Bank Network Bristol Google drive, other online platforms and the internet in order to fulfill the role as detailed above.

We can offer you:

- The opportunity to gain experience of working as part of a busy and growing charity supporting your local community.
- On-going support and supervision in your role. This will usually be remotely via e-mail and during office hours when the Fundraising & Communications Coordinator is working (currently every Tuesday and Wednesday and alternate Mondays and Thursdays).
- The opportunity to learn new skills.
- Reimbursement of out of office expenses incurred while carrying out activities for Baby Bank Network, for example travel.
- The opportunity to develop your experience of developing and delivering fundraising and communications activities.