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**Fundraising Volunteer Job Description**

**Job Title: Fundraising Volunteer**

**Reporting to: Fundraising Manager**

**Based at: 11 Elmdale Road, Bristol, BS8 1SL**

**Background**

FRANK Water is a small UK-based charity dedicated to providing access to much-needed safe drinking water for the world’s poorest communities in India and Nepal. Working through local partners, we fund integrated Water, Sanitation and Health (WASH) projects to improve health and wellbeing and bring lasting change. The projects are community owned and run, with an emphasis on the project being sustainable for the future.

**Job Purpose**

To work with the Fundraising Manager to maintain and develop the income through support and planning of initiatives. This will include helping research new funding initiatives including events and supporting individuals that have signed up to an event to support FRANK Water. You will also help manage the fundraising database and support the Fundraising Manager on administration for the team.

**Principle Roles and Responsibilities**

* Recruitment and support of individual fundraisers and participants in sporting events
* To send out fundraising packs and materials to supporters
* Help secure prizes for events
* Assist in the research of prospective Corporate donors
* Development of fundraising opportunities for students at Universities through RAG week and other fundraising initiatives
* Development of fundraising opportunities at events and festivals 2019
* Research and approach potential churches and community groups for support
* Assist in the development and management of fundraising database, helping update records and administrative duties as and when required
* Other ad hoc admin support for the team as required

**Person Specification**

**Essential**

* Experience of working on multiple projects.
* Excellent written and verbal communication skills.
* Excellent interpersonal skills.
* Able to think laterally and produce original materials.
* Excellentattention to detail.
* Ability to workflexiblyin a team with enthusiasm and commitment
* Knowledge of Microsoft Word, Excel, and Access computer programs preferred.

**Qualifications and Experience**:

* Degree standard qualification (or currently studying a degree)
* A good knowledge of PC packages, particularly Word, Excel and PowerPoint
* Good presentation and communication skills.
* Experience of writing persuasive letters or proposals
* Interest in FRANK Water’s aims and objectives and a passion to do something about it.
* Understanding of, and sympathy with, the overall aims of the Charity.

**Basic Details**

The volunteer position is for 1 or 2 days per week with a minimum expectation of 3 months duration

The job will be within the office in Central Bristol

The office hours are 9.30am to 5.30pm

This position does not attract a salary but a small lunch or travel allowance will be paid up to £5 day.

Every effort will be made by the team to help you learn new skills and gain experience and learn more about WASH programmes.

**Application Process:**

Please send in a CV and cover letter if you are interested in volunteering to Amanda Grimstead - Fundraising Manager by email [amanda@frankwater.com](mailto:philippa@frankwater.com)