



Volunteer Role Description

Marketing & Fundraising Assistant

Aim of volunteering role:

To assist the Marketing & Fundraising Officer with various tasks.

Tasks:

1. To assist the marketing & Fundraising Officer with marketing, fundraising and events.
2. To apply for and coordinate collections at retail outlets, supermarkets and other venues.
3. To assist with various administrative tasks.
4. To coordinate events on and off site.
5. To coordinate other volunteers for events on and off site.
6. To assist with promotion and advertising.
7. To develop fundraising ideas and initiatives.
8. To act in an appropriate manner as a representative of the Home.
9. To follow all instruction given on health & safety.
10. To attend pre arranged meetings held at Gables Farm Dogs' & Cats' Home to discuss any current or future issues and developments.

Time:

Flexible time commitment, pre arranged with the Marketing & Fundraising Officer.

Place of work:

Various locations.

Volunteer Co-ordinator:

Carol Steel.

Transport needed:

Due to the location of pre arranged collections.

Skills required:

1. Interest in and commitment to the work of the Home.
2. Must have good organisational skills.
3. Computer skills would be useful.
4. A calm, friendly personality, flexibility and the ability to follow instruction.

Benefits offered:

1. Tea, coffee provided for break times.
2. Full insurance cover.
3. Reference available after 3 months volunteering.

References:

Two personal references required.

** Please note there are limited placements available*