

Volunteer Position: Business Relationship Volunteer

Place of work: Home based, at local companies where meetings have been arranged and the occasional meeting at a Step by Step office in Aldershot

Reporting to: Step by Step Community Fundraiser

Background to the post:

Step by Step is a dynamic local charity, based in Aldershot, which has over 15-years experience in progressing young people from homelessness and the problems associated with it. We provide accommodation and support to young people, mainly aged 16 -25 years. This is achieved through a number of services within Step by Step each with its own specific aims and objectives but within the overall mission of *"empowering homeless people and those facing adversity to achieve their full potential"*. We also promote widespread awareness of the issues involved amongst the local community.

Purpose of Role:

Working as part of our dedicated team of community fundraising volunteers you will be responsible for developing relationships with local businesses who wish to support the work of Step by Step. The main activities will be to:

- ♦ Assist in developing and maintaining a database of local businesses within a geographical area.
- ♦ Use a Step by Step prepared mail-shot, to gain businesses' interest.
- ♦ Make follow up telephone contact with the businesses as a result of the mail-shot.
- ♦ Arrange meetings with the business representatives to promote the work of Step by Step and to establish ways in which the business can help.
- ♦ Host presentations and discussions about Step by Step to managers and/or employees of local businesses.
- ♦ Organise fund raising events designed to attract local businesses.
- ♦ Encourage representatives of local businesses to attend Step by Step Open Days.
- ♦ Identify improvements to the process of contacting and engaging the local businesses and communicate them to the Community Fundraiser.
- ♦ Raise any known issues and risks associated with the above activities with the Community Fundraiser.

Key Skills and Attributes Required

- ♦ Commercial awareness and the ability to talk to business representatives at all levels.
- ♦ Good presentation skills.
- ♦ Good communication and interpersonal skills.
- ♦ Good telephone manner.
- ♦ Sympathetic to the work that Step by Step is doing.



Volunteer Profile - Business Relationship Volunteer

- ♦ Able to plan and organise your own work and display initiative once direction has been given by the Step by Step Community Fundraiser.
- ♦ Reliable and able to meet self imposed deadlines.
- ♦ Smart and presentable.