



## Volunteer Profile - Fundraising Activity/Event Co-ordinator

- Volunteer Position:** Fundraising Activity/Event Co-ordinator
- Place of Work:** Home based
- 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 co-ordinating the activities required for fundraising events. The main activities will be to;

- ♦ identify local fundraising events and activities.
- ♦ identify a pool of volunteers who are willing to participate and support the event or activity.
- ♦ arrange publicity for the event with assistance from the Step by Step Community Fundraiser.
- ♦ manage the collection of the resulting income and associated paperwork.

### Key Skills and Attributes Required

- ♦ Good organisational skills.
- ♦ Good communication and interpersonal skills.
- ♦ Good telephone manner.
- ♦ Sympathetic to the work that Step by Step is doing.
- ♦ 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.