



## **Volunteer Profile - Service Club Relationship Volunteer**

**Volunteer Position:** Service Club Relationship Volunteer

**Place of Work:** Home based, at Service Clubs venues 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 service clubs e.g. Rotary, Round Table etc. 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 service clubs within a geographical area.
- ♦ using a Step by Step prepared mail-shot, gain service clubs' interest.
- ♦ make follow up telephone contact with the service clubs as a result of the mail-shot.
- ♦ arrange meetings with the Service Club representatives to promote the work of Step by Step and establish ways in which the Service Club can help.
- ♦ encourage local service club representatives to attend Step by Step Open Days.
- ♦ identify improvements to the process of contacting and engaging the local service clubs 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**

- ♦ Knowledge and understanding of service clubs and the ability to talk to Service Club representatives at all levels.
- ♦ 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.



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- ♦ Reliable and able to meet self imposed deadlines.
- ♦ Smart and presentable.