

## **Role Description**

<b>Role:</b>	<b>Volunteer Fundraiser</b>
<b>Hours:</b>	<b>Minimum of seven hours per week</b>
<b>Location:</b>	<b>Stanley Harrison House<sup>1</sup></b>
<b>Reports to:</b>	<b>Communications and Marketing Assistant</b>

1. To assist the Community Counselling [CCL] Chief Officer in writing funding applications to charitable trusts;
2. To send 'bidding letters' to businesses, and other local organisations, such as charitable trusts, seeking corporate donations and sponsorship;
3. To organise fundraising events;
4. To encouraging others to fundraise or volunteer for us;
5. To promote the client donation scheme;
6. To promote online means of raising funds, including Virgin Money Giving;
7. To undertake any training required to carry out this role.

## **Person Specification**

1. To have a warm, friendly and engaging manner;
2. Ability and willingness to work as part of a team;
3. Ability to work on own initiative;
4. Be proficient in standard IT applications.
5. Previous fundraising experience would be a bonus;
6. Commitment to work within CCL policies and procedures;
7. Ability to build and maintain relationships;
8. Creative with a strong desire to raise funds;
9. Understanding of, and commitment to, equality and diversity;
10. Understand and respect CCL's Charitable Objects

---

<sup>1</sup> Much of the role can be worked remotely, especially in the pandemic

## Recruitment Notice

### *Who we are:*

Community Counselling [CCL] is an independent charity (no. **1151230**) which was set up in 1995 in order to provide an accessible professional counselling service to vulnerable people in North Yorkshire. Click [here](#) to see our charitable objectives.

We provide a range of counselling services, including services accredited by our professional body, the [BACP](#). We rely on a mix of different funding streams, including grant funding, commissioned services and donations from clients, other individuals and organisations in order to maintain our free counselling service

### *What we are looking for:*

We are seeking an enthusiastic Volunteer Fundraiser to join our small friendly team based in Malton. We are looking for a minimum commitment of seven hours per week. The role is based at our office at Stanley Harrison House, Norton Road, Norton (next to the train station) but can be worked flexibly and remotely.

### *What we offer:*

We will provide you with an Induction and training in our IT systems (Office 365/Microsoft Teams) and issue you with a laptop to support remote working.

You will report to Julie Quick, Communications and Marketing Assistant but also work with the Chief Officer, Stephen Robling on funding applications to charitable trusts.

Whilst previous fundraising experience would be certainly be bonus, this role would also offer valuable learning and development opportunities to someone thinking of a career in PR, marketing or fundraising skills plus the satisfaction of knowing that you will be helping to make a real difference to people's lives.

We will reimburse you for out of pocket expenses such as travel costs.

### *Do get in touch*

To apply for this role, please send a copy of your CV and a brief covering letter setting out why you are interested in this role to: [julie@ccnyl.org.uk](mailto:julie@ccnyl.org.uk)

You can also email Julie if you would like more information about the role.

**The closing date for applications is 5pm, Friday 29<sup>th</sup> April 2021.**