



Volunteer Role Description

FUNDRAISING CO-ORDINATOR

About get2getherlocally CIC

get2getherlocally CIC runs Hilary's Hut, a free over 45's social meet up group for 'active adults' to combat loneliness in the community.

The aim of G2GL is to provide information and opportunities to 'get2gether locally', make friendships and provide activities for positive mental and physical health. A key value of G2GL is that all activities are provided free of charge (or at a subsidised rate/ donation) as being alone is not to be profited from. It is also important that all community members have an opportunity hear about and able to come to Hilary's Hut without discrimination.

Role Title	FUNDRAISING CO-ORDINATOR (Ref: G2GLF)
Location	Remote
Time Agreed	Attend a quarterly Management Committee Meetings (2-3hrs per meeting) 8-10hrs per month administration at own convenience. *Optional to attend the quarterly Volunteer Team Meetings of Hilary's Hut (2-3hrs per meeting).
Purpose	Establish and implement a Fundraising Plan for G2GL to ensure it has funding sustainability to meet its goals.
Tasks to include	<ul style="list-style-type: none">• Represent get2getherlocally at community events.• Attend networking events and communicate with community partners positively. Identifying partnership opportunities.• Build and maintain a local business database of potential corporate funders.• Liaise with local businesses to maximise fundraising opportunities e.g. secure raffle prizes, donations, volunteers etc.• In liaison with the Directors identify funding/grant giving organisations and submit applications to ensure we have optimised our opportunity for success and ensure the sustainability of G2GL long term.



Personal Attributes	<p>We are looking for someone with an outgoing, friendly and approachable personality.</p> <p>Reliable, presentable and confident communicator.</p> <p>Good excel and word skills, able to write reports, grant applications and presentations.</p> <p>Previous fundraising and/or community experience ideal but not essential.</p> <p>All-inclusive and committed to the aims of get2getherlocally.</p> <p>To be loyal to the committee - respect confidentiality.</p>
Reporting to	Directors
Additional Information	<p>Reasonable expenses maybe claimed back such as travel, parking, meals at an event upon receipts.</p> <p>Support and encouragement will be given all the way as well as opportunities to attend training.</p> <p>This is a Management Committee level role. Please submit a CV if you are interested. You would be invited to come and meet the Team at a Hilary's Hut as the first step. The next step would be a meeting with the Directors and if successful a DBS Check prior to appointment.</p>

For more information on this role please visit www.get2getherlocally.org, email info@get2getherlocally.org or call Nichola Cornes on 07980 204628. We are a fun and friendly team 😊 Come and join us!