



Volunteer Role Description

MARKETING & FUNDRAISING CO-ORDINATOR

About get2getherlocally CIC

Get2getherlocally CIC is the umbrella brand for various community activities, principally 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 'get together 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	MARKETING & FUNDRAISING CO-ORDINATOR (Ref: G2GLMFCord)
Location	Remote
Time Agreed	As able to give at own convenience. Attend quarterly Management Committee Meetings in the afternoon / evening (2-3hrs) Ad hoc Event Attendance We have 4 monthly Volunteer Meetings on a Saturday afternoon 2-4pm in Staines you will be invited to attend and a Christmas Get2gether.
Purpose	To represent get2getherlocally in the community and maximise opportunities to us to engage with community partners and recruit volunteers.
Tasks to include	<ul style="list-style-type: none">• Represent get2getherlocally at community events with the G2GL Team – helping at the stall and handing out flyers• Attend networking events and communicate with community partners positively. Identifying partnership opportunities.• Liaise with local businesses to maximise fundraising opportunities e.g. secure raffle prizes, donations, volunteers etc.



	<ul style="list-style-type: none"> • In liaison with the Directors identify funding/grant giving organisations and submit timely applications to ensure we have optimised our opportunity for success and ensure the sustainability of Hilary’s Hut/G2GL long term. • Submit post funding reports • Participate in posting relevant posts regards our activity on our social media sites and website. • To be loyal to the committee - respect confidentiality
<p>Personal Attributes</p>	<p>We are looking for someone with an outgoing, friendly and approachable personality.</p> <p>We are looking for someone who has the reliability and confidence to attend events where we would have a ‘table/stall’ and promote our activities and recruit volunteers.</p> <p>Good written and verbal skills – good overall communicator and planner.</p> <p>Good design eye and ability to use Canva is desirable but not essential as training will be given.</p> <p>All-inclusive and committed to the aims of get2getherlocally of reducing loneliness in the community.</p>
<p>Reporting to</p>	<p>Directors</p>
<p>Additional Information</p>	<p>Reasonable expenses maybe claimed back such as travel, parking, meals at an event as long as a receipt is provided.</p> <p>Support and encouragement will be given all the way as well as support to attend training so an interest in continual learning.</p> <p>A Management Committee Member is at the specific and exclusive invite of the Directors due to the unique skills / commitment brought to the Group. References and / or DBS maybe require.</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!