



Fundraiser Volunteer 08/2026

PART A: JOB DETAILS

JOB TITLE: Fundraiser

REPORTING TO: Fundraising Lead / Area Service Manager / Head of Service

BASE: 56 Union Street, G1 3QX

PART B: JOB SUMMARY

You will be responsible for supporting and delivering fundraising activities on behalf of Glasgow Street Aid, helping to generate vital income to support the charity's work.

You will be expected to engage with members of the public, promote awareness of Glasgow Street Aid, and encourage donations through appropriate fundraising activities under the guidance of the Fundraising Lead.

Supporting the planning and efficient running of fundraising events, including preparing equipment, maintaining fundraising materials, managing collection equipment, and ensuring all fundraising areas are kept professional and presentable.

Handling fundraising equipment and materials responsibly, including collection buckets, donation tins, card readers, banners, promotional materials and other event assets, ensuring these are checked in and out appropriately.

You will also be expected to accurately record fundraising activity and income, follow all relevant Glasgow Street Aid fundraising policies and procedures, and represent the charity professionally at all times.

PART C: Key Relationships

GSA Volunteers, Venue staff, Members of the public, External Partners

PART D: JOB SPECIFIC RESPONSIBILITIES

- 1) Assisting Planning, organising and supporting fundraising activities and events on behalf of Glasgow Street Aid.
- 2) Maintain regular communication with GSA volunteers regarding fundraising opportunities, event requirements and volunteer availability.
- 3) Promote Glasgow Street Aid and its work through fundraising activities, engaging with members of the public in a professional and approachable manner.
- 4) Ensure all fundraising activities are carried out in accordance with GSA fundraising policies,

- procedures and relevant venue requirements.
- 5) Manage and maintain fundraising equipment, including collection buckets, tins, banners, card readers and other fundraising materials.
 - 6) Build and maintain positive relationships with venues, businesses, organisations and external partners to develop new fundraising opportunities.
 - 7) Accurately record fundraising activity, donations and event outcomes, providing relevant updates to the Fundraising Lead and GSA leadership team.
 - 8) Identify and develop new fundraising opportunities across Glasgow, including community events, shopping centres, transport hubs, businesses and local organisations.
 - 9) Assist with the preparation and submission of applications and requests for fundraising events at suitable venues.
 - 10) Ensure fundraising equipment is collected, checked, transported and returned safely and accounted for after each event.
 - 11) Support the planning of volunteer rotas and ensure sufficient volunteers are available for fundraising activities.
 - 12) Ensure fundraising areas are kept clean, tidy, professional and accessible throughout each event.
 - 13) Handle cash and electronic donations responsibly and in accordance with GSA financial procedures.
 - 14) Assist with the promotion of fundraising events through social media and other appropriate communication channels.
 - 15) Collect feedback following fundraising events and identify areas for improvement. 16) Represent Glasgow Street Aid professionally at all fundraising events and maintain the charity's reputation and values at all times.

Note: The duties of the post and the job description will be subject to variation from time to time, as circumstances require, the above areas of responsibility being a guide to present requirements, Changes may be made in consultation with the post holder.

This profile is not a definitive document, The postholder will be required to participate in personal development, Development reviews and the post will be subject to job evaluation, As Glasgow Street Aid develops, It is crucial that the post holder contributes to the process of organisational development within the charity.

PART E: GENERAL RESPONSIBILITIES

Flexibility: The postholder may be required to support fundraising activities at any Glasgow Street Aid location or external venue. The postholder may also be required to undertake other fundraising-related duties temporarily or on a continuing basis, as required by service needs.

Confidentiality, Data Protection, Freedom of Information and Computer Misuse: All volunteers must maintain confidentiality and security of information obtained through their fundraising duties. They must comply with all Glasgow Street Aid policies and legislation relating to confidentiality, data protection, freedom of information and computer misuse.

Any confidential information relating to donors, volunteers, service users, fundraising partners, venues or Glasgow Street Aid must not be disclosed or shared with unauthorised persons. This duty continues after volunteering with Glasgow Street Aid ceases.

Communication: All volunteers should communicate effectively with GSA volunteers, venue staff, members of the public, donors and external organisations. Volunteers must represent Glasgow Street Aid in a professional and respectful manner and raise any concerns with the Fundraising Lead or appropriate member of the GSA leadership team.

Health, Safety, Security and Risk Management: All volunteers are required to comply with relevant health and safety legislation and Glasgow Street Aid policies and procedures when undertaking fundraising activities. This

includes identifying and reporting concerns relating to:

- Risks to health and safety
- Security of fundraising equipment and property
- Personal safety
- Public safety
- Venue-specific risks and requirements
- Safe handling and storage of fundraising equipment
- Cash and donation security

All incidents, accidents, losses or concerns must be reported in accordance with GSA policy. Volunteers are responsible for ensuring that fundraising equipment and materials issued to them are used appropriately and returned safely.

Equality and Diversity: Actively promote Glasgow Street Aid's commitment to equality and diversity by treating all volunteers, donors, members of the public, venue staff and external partners with dignity, respect and fairness, and comply with all relevant GSA policies.

Safeguarding children and vulnerable adults: All volunteers have a responsibility for protecting, safeguarding and promoting the welfare of children and vulnerable adults. Further information about the Glasgow Street Aid commitment to this and your responsibilities can be found in GSA policy and or by discussing with HOS

PART F: PERSON SPECIFICATION

Physical Health and Appearance

- Able to undertake fundraising activities for reasonable periods, including standing, walking and assisting with event setup and pack-down.
- Able to safely handle and transport fundraising equipment and materials.
- Maintain a clean, professional and appropriate appearance when representing Glasgow Street Aid.
- Wear GSA uniform or other appropriate clothing as required for fundraising activities.
- No specific physical health requirements beyond being able to safely carry out the duties of the role.

Qualifications

- No formal qualifications are required for the role.
- Relevant fundraising, customer service, events, finance or charity-related qualifications would be desirable but are not essential.
- Completion of any GSA-required fundraising training is expected.

Knowledge & Experience

- Understanding of fundraising and charitable organisations.
- Experience working with the public, volunteers or external organisations.
- Experience supporting events or fundraising activities is desirable.
- Good communication and customer service skills.
- Basic knowledge of handling donations and fundraising equipment.
- Understanding of health and safety, confidentiality and data protection.

Personal Aptitude

- Enthusiastic and motivated to support Glasgow Street Aid's fundraising aims. ●
- Reliable, organised and able to work independently.
- Confident approaching and engaging with members of the public.
- Able to work effectively as part of a team.
- Flexible and willing to support different fundraising activities and events.

Demonstrable Personal Skills

- Strong communication and interpersonal skills.
 - Professional, friendly and approachable manner.
 - Good organisational and time-management skills.
 - Ability to build positive relationships with volunteers, venues and external organisations. ●
- Able to remain calm and professional in busy environments.

Additional Requirements

- Willingness to attend fundraising events across Glasgow and surrounding areas.
- Commitment to representing Glasgow Street Aid positively and professionally.
- Willingness to follow GSA policies, procedures and fundraising guidelines.
- Ability to complete required fundraising training.
- Commitment to safeguarding donations, equipment and the reputation of Glasgow Street Aid.