

MRF Volunteer Role Description

Student Fundraising Support Volunteer

We are looking for a volunteer to help support our student fundraising department to recruit fundraisers for marathons and the three peaks challenge through phone and email communications. You will gain knowledge of events fundraising and make a genuine contribution to the work of the charity by recruiting fundraisers who will be raising £600 - £1,200 each.

This role would suit anyone who is interested in fundraising (especially within events or student fundraising) and would like an insight into donor care, understanding mass participation events and would like to develop their IT and communication skills.

What activities will you be involved in?

- Calling up leads for the Three Peaks and Amsterdam Marathon
- Data input
- Creating and sending communications to student fundraisers
- Supporting student fundraisers
- Supporting the wider fundraising team

What are we looking for?

If you have some or all of the following skills and experience then we'd love to hear from you:

- Ideally starting around 28th January – 1st March
- Available 2 days a week, ideally Monday and Friday for 2-3 hours in the afternoon
- Good IT proficiency and attention to detail
- Confident speaking on the phone
- Good written communications skills

Training will be given where appropriate

What you can expect of Meningitis Research Foundation

- A designated member of staff (Support Officer) will be assigned the responsibility for liaising and dealing with you so that you have a regular point of contact at the charity.
- From your Support Officer, you will receive a clear briefing of what you will be required to do, including any date specific deadlines. Please feel free to request a hard copy of this.
- Wherever possible you will be given “specific tasks” identified as worthwhile and satisfying opportunities and not simply used as an “extra pair of hands” to assist a paid worker.
- Anyone who has worked as a volunteer for us wishing to take up paid employment or voluntary work with another organisation is entitled to receive a reference.

What we expect of you:

- To help Meningitis Research Foundation fulfil its charitable function.
- To perform your role to the best of your ability.
- To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and stakeholders.
- To maintain the confidential information of the organisation and of its stakeholders.
- To meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible.

Who should you contact?

For full details and how to apply please see your website: <https://www.meningitis.org/about-us/jobs>. If you would like to find out more please contact Jenny Robinson – Fundraising Manager. Contact details 0333 405 6241 or email jennyr@meningitis.org

All Volunteers are fully protected by our insurance cover in respect of public liability and personal accident.

All volunteer posts are unpaid and volunteers must be aged 16+, under 18s will be asked for parental/guardian consent.

MRF is committed to safeguarding, any advertised role will require references and confirmation of your identity will be undertaken. Specific roles will state if there is a requirement for further checks.