

## ROLE DESCRIPTION – FUNDING VOLUNTEER

<b>Job title:</b>	Funding Volunteer
<b>Location:</b>	Edinburgh
<b>Responsible to:</b>	Funding & Contracts Officer <u>or</u> Funding & Communications Officer
<b>Responsible for:</b>	-
<b>Hours:</b>	9am-5pm, 1-2 days per week (to be agreed)
<b>Term:</b>	3 months (June – August 2012)

### Volunteer Role Overview

You will work within the Funding team at Venture Trust's head office in Bruntsfield. You will assist in managing and developing existing funding relationships and in securing new sources of funding from a portfolio of supporters. This is likely to include researching and writing funding bids to trusts/foundations, developing new fundraising events, building relationships with key supporters, corporate fundraising or a combination of these.

### Main responsibilities

#### Funding:

- Raise funds by preparing an agreed range of funding applications, particularly targeting small UK trusts and foundations for core and capital funding.
- Support Funding Team members in the preparation and management of other funding applications.
- Contribute to the development and delivery of new funding ideas, including (but not limited to) events, corporate partnerships and community-based fundraising.

#### Grant administration:

- Assist in communication with specified funding agencies, particularly trusts and foundations.

#### Internal:

- Keep effective records of funding bids, reports and communications with all partners and funding agencies in accordance with established Venture Trust information management systems.
- Assist the Funding & Contracts Team in the production of reports and other materials for the Chief Executive, Management Team and Venture Trust Board.

#### Other:

- Work within the policies and procedures of Venture Trust and undertake any other reasonable duties, commensurate with the role, as may be determined by the Line Manager.
- Undertake training and professional development as and when required.

## **Person specification**

### Skills and experience

#### Essential:

- Basic knowledge of fundraising, and/or the third sector in Scotland and the UK.
- Good administration skills
- Working knowledge of MS Office suite (Word, Excel, Outlook)
- Good verbal and written communication skills
- Interpersonal skills
- Ability to manage and prioritise a varied workload

#### Desirable:

- Experience in raising income for charitable or similar purposes.
- Basic understanding of budgeting and financial reporting.
- Some working knowledge of PowerPoint
- Some working knowledge of databases
- Some knowledge of youth work, social exclusion, or the criminal justice system in Scotland.

### Personal qualities:

- Commitment to Venture Trust's mission and values - desire to make a difference
- Team player
- Flexible, and willing to work in the fast-paced and constantly changing environment of a growing service-providing charity which operates across the UK
- Numerate
- Articulate
- Conscientious and responsible
- Able to support and enthuse others, maintain good relationships and a professional image
- Able to work on own initiative and to contribute ideas.