



## Job Description

### Events and Community Fundraising Volunteer

<b>Supported by:</b>	Events and Community Fundraising Manager
<b>Hours:</b>	2/3 days a week desirable (we can be flexible)
<b>Location:</b>	Business Design Centre, London, N1 0QH
<b>Salary:</b>	Reimbursement of reasonable travel expenses

### Providing unforgettable holidays for over 50 years

Revitalise is both the UK's largest provider of respite holiday breaks, and the UK's largest residential volunteering charity. With 50 years' experience our three holiday centres now provide close to 5,000 essential breaks each year for disabled people and those who care for them.

At Revitalise we work hard to create amazing holidays for our disabled guests and their carers. We like to come to work determined that the world is going to be a slightly better place for people at the end of today than it was yesterday, and that we're going to help make that happen.

### Your role

Be part of a dynamic and multi-skilled fundraising team, getting involved in fun and exciting challenge events, and making a real difference for a national charity supporting disabled people and carers.

The Events and Community Fundraising Volunteer will support the Events and Community Fundraising Manager to work with our enthusiastic supporters who participate in a range of events to raise money. The specific area of responsibility is to support the



implementation of fundraising plans and strategies, and help raise income for Revitalise.

Training and previous experience is not a requirement but would be desirable. Good communication, organisation skills and regular commitment are essential. There are no set hours or days but whatever time you give will make a huge difference to the charity and to the disabled people and carers that we support.

As a Revitalise volunteer, you will be given the opportunity to work on a number of rewarding projects, meet some new people and of course gain some fantastic work experience.

## Principle Duties and Responsibilities

- Support the planning, development and implementation of an events and community strategy, and help develop the charity's programme to generate income.
- To support a yearly plan of existing activities and strategy for all new events including realistic projection of time and resources spent
- To help develop plans, budgets and targets for all events
- To work alongside the Fundraising Team to effectively identify targets for appropriate events
- Closely follow developments in the charity events field and incorporate appropriate elements into Revitalise events
- To help monitor and evaluate the effectiveness of all events and make recommendations for future progression.
- To take on administrative and research tasks where required
- Work with the Marketing and Fundraising Teams to produce marketing materials to help promote events
- Any other duties defined by Events and Communities Fundraising Manager or the Director of Marketing and Fundraising, in line with the charity's requirements and supporting skills development
- To help keep the website up to date and use social media to promote/inform our audience of the activity



This Job Description is not exhaustive and the post holder may be required to undertake other appropriate duties and projects from time to time.

## Person Specification

CATEGORY	Essential	Desirable	Evidenced By
<b>Qualifications</b>			
Educated to A-level or higher		X	CV
<b>Skills</b>			
Updating the Events and Community Fundraising Manager on a regular basis	X		CV & Interview
Excellent interpersonal skills including the ability to persuade; network and negotiate effectively at all levels.		X	CV & Interview
An interest in event management and community fundraising	X		Interview
Good IT skills and familiarity with Microsoft Office programmes and CRM systems as well as use of digital and social media for recruitment and retention.	X		CV & Interview
Excellent communication skills both written and verbal.	X		CV & Interview
The ability to work well with staff and other volunteers as part of a team but also on your own initiative.	X		CV & Interview
<b>Work Experience</b>			
Experience of working in a fundraising environment		X	CV & Interview
Networking skills engaging and representing Revitalise supporters at all levels.	X		Interview



Personal Qualities			
Positive attitude towards disability	X		Interview
Committed to equal opportunities	X		Interview
Adaptable to different situations	X		Interview
Creative and innovative.	X		
Driven by results and is target driven	X		Interview
Team player and flexible approach to work.	X		
Sense of humour and fun		X	Interview

If you are interested please contact Kavita Mehta, Events and Community Fundraising Manager on 020 7288 6897 or email [kmehta@revitalise.org.uk](mailto:kmehta@revitalise.org.uk) with your contact details, CV and a paragraph explaining why you are interested in this opportunity and what you could bring to the role.