



PARENTS AND CHILDREN TOGETHER

Fundraising and Marketing Volunteer

Role Description

Reports to: Head of Fundraising and Marketing

Based: Reading or possibly home based

Hours/Days: TBA

Key Tasks

<input type="checkbox"/>	To set up Amazon wish list and approach suppliers and liaise with departments for requirements of training books, stationery, BB4K materials, Alana House drop in
<input type="checkbox"/>	To upload items for sale on Ebay, monitor sales and payments. Liaise with purchasers by email
<input type="checkbox"/>	To produce an excel spreadsheet of contacts, addresses of local women's groups e.g. Athena, Townswomen's Guild, women's golf captains, women-only gyms
<input type="checkbox"/>	To print and staple training booklets as required
<input type="checkbox"/>	To research publications and websites targeting specific groups such as BME, faith, LGBT communities
<input type="checkbox"/>	To stocktake fundraising and marketing items as required e.g. leaflets, collection tins, candles for carol concert
<input type="checkbox"/>	To make up information packs for events
<input type="checkbox"/>	To print and staple directories as required
<input type="checkbox"/>	To contact local companies to enquire about their corporate partnerships/how they work with charities

Person Specification

Essential Attributes	
<input type="checkbox"/>	An interest and, ideally, experience in marketing, fundraising, PR, publicity or events
<input type="checkbox"/>	Excellent communication skills, both oral and written
<input type="checkbox"/>	High level of attention to detail
<input type="checkbox"/>	Reliable and organised
<input type="checkbox"/>	Enjoy working in a team environment

All volunteers are required to	
<input type="checkbox"/>	Be subject to an enhanced DBS check: Children and Vulnerable Adults Workforce
<input type="checkbox"/>	Wear their PACT ID badge
<input type="checkbox"/>	Adhere to and sign PACT's confidentiality and safeguarding policies
<input type="checkbox"/>	Undertake a full induction and training

Boundaries of role:

Volunteers should not offer personal opinion, recommendations or guidance to visitors regarding their cases or personal circumstances.

Volunteers should adhere to all health and safety and safeguarding policies whilst on site.

Volunteers should immediately report any health and safety and safeguarding issues to a member of staff.

Notify Line Manager within a reasonable time frame if unable to attend.

What PACT offers in return for your time, dedication, enthusiasm and skills:

- Learning and development opportunities
- Comprehensive induction
- Regular supervision, support and feedback
- Valuable work experience with an award winning and highly respected organisation
- Bi-annual social events for volunteers
- Travel expenses