Volunteer Fundraiser Role Description

Role: Volunteer

Responsible to: Disability Advice Service Manager

Base:  Martlesham Heath, Suffolk

Opportunity:Fundraiser

# Description of opportunity

DAS runs a busy office with 3 part-time staff a number of volunteer advisors delivering advice and information covering:

* Welfare benefits and tax credits
* Housing adaptations and special equipment
* Accessible transport, holidays and leisure activities
* Education and employment
* Home and respite care
* Access issues and disability discrimination

# Volunteer role including main tasks/responsibilities

DAS endeavours to assist needy individuals and families with small grants for essential items that cannot be funded in any other way.

The admin assistant role includes:

* Researching and approaching a range of trusts and charitable funders in order to access grants for individuals
* Recording customer and fundraising information electronically
* Ensuring paper files are up to date and in good order

# Skills/qualities required to carry out the role

* An interest in disability issues
* Effective communication skills both verbally and written
* Excellent organisational skills
* Ability to input information onto a computer
* Sound time management
* Be able to form good working relationships with external agencies, staff and volunteers
* Able to display empathy whilst being people focused
* Have a non-judgemental approach to problem solving
* Excellent listening skills

Full training will be provided.

# Commitment required

A minimum of 3 hours a week, between 10am and 3pm, Monday to Thursday.