

## VOLUNTEER ROLE DESCRIPTION

**Name of Organisation:** The Purim Trust

### Our Vision:

Our hope is that the vulnerable and marginalised would come to know freedom and fulness of life through experiencing God's unconditional love. That through our work we could impart HOPE to those who are broken or in need – a HOPE that ignites purpose, restoration and self-sufficiency.

### Our Mission:

- To offer children in our Child Sponsorship Programme everything they need to keep HOPE alive – not only their basic physical needs and education, but their spiritual needs as well. We want children to know that they are loved by God and that they matter.
- To work towards finding ways to help families become self-sufficient.
- And through all our work, especially our Trust Talks ministry, we want to inspire HOPE to those who have experienced trauma, shame or abuse, leading them to restoration and a life of freedom and purpose.

## ROLE TITLE

### CHARITY FUNDRAISER

## LOCATION

Working remotely (own laptop needed)



## SALARY

Volunteer Role



## PURPOSE OF ROLE

To support our mission by raising awareness for our charity and it's cause and to generate donations.

To engage with potential donors, businesses, schools etc, to organise events and activities (and get us involved with externally organised events & activities) with the ultimate goal of encouraging people to donate.



## COMMITMENT

4 - 7 hours per week on average

Plus 1.5 hour Team Meeting every 3/4 months (for whole of UK team) for team building and support.

## ROLE DESCRIPTION

To work closely with our Marketing team and the Charity Director to help raise funds and awareness for our projects and programmes.



# LIST OF EXAMPLES OF TASKS



# SKILLS/ EXPERIENCE NEEDED



## Fundraising Planning:

- Develop and execute fundraising strategies.
- Participate in brainstorming sessions to generate creative and effective fundraising ideas.

## Donor Cultivation:

- Identify and reach out to potential donors, sponsors, and partners.
- Maintain positive relationships with existing donors through regular communication and updates.

## Event Coordination:

- Co-ordinate the planning and execution of fundraising events, both virtual and in-person.
- Organise the enrolment, participation and promotion of us taking part in external fundraising events
- Promote events, and ensure a positive experience for participants.

## Communication:

- Contribute to the creation of compelling fundraising materials, including emails, social media posts, and promotional materials.
- Act as an ambassador for The Purim Trust, effectively conveying our mission and impact.

## Data Management:

- Maintain accurate records of donor interactions and contributions.
- Utilise fundraising software and tools to track progress and measure success.

## Team Collaboration:

- Collaborate with other volunteers and team members to achieve fundraising goals.
- Attend team meetings and actively participate in discussions.

- Passion for the mission and values of The Purim Trust
- Excellent communication skills
- Experience in a fundraising role is essential (evidence or examples of previous experience to be provided at time of application)
- Negotiation abilities
- Strong organisational and time management skills
- Social media skills
- The ability to keep detailed, accurate records
- Administrative and project management skills
- Resourcefulness
- Creative thinking
- Initiative and the ability to solve problems
- Ability to work independently and as part of a team.

# ENROLMENT & TRAINING



Individuals who are interested in this role must first complete an application form. After that, they will be scheduled for an interview. If they are successful, they must agree to the terms of the Volunteer Agreement. Any successful applicants will be given a training induction session as to what is expected of a Volunteer or Staff member as well as background information about the charity to date and how to word/phrase/produce content for our charity and branding.

# APPLICATIONS BY

Email us at [info@thepurimtrust.org](mailto:info@thepurimtrust.org) now to receive an application form on the 2nd of January 2024. Applications by 22nd of January 2024.



[www.thepurimtrust.org](http://www.thepurimtrust.org)