



Volunteer Role Description

KEY INFORMATION

Volunteer Role:	Volunteer fundraiser
Expenses:	Agreed out of pocket expenses will be reimbursed (eg mileage, travel tickets)
Hours & base:	Ad hoc/varied/locations across Surrey
Supported by:	ACS Community and Corporate Fundraiser

JOB PURPOSE

As a Fundraising Volunteer, you will assist our community and corporate fundraiser in a variety of events and activities that will help raise funds to help us support unpaid carers across Surrey. The type of fundraising activities you chose to get involved in will be agreed after a discussion with the ACS Community and Corporate Fundraiser.

ROLE DESCRIPTION

Being an ACS Fundraising Volunteer may involve any of the following:

- Undertaking collections, including distributing collection tins.
- Attending and supporting our fundraising events.
- Engaging with potential new volunteers at community events.
- Identifying locations for posters/collecting tins.
- Encouraging others to fundraise and identifying new supporters.
- Researching opportunities for our charity.



In general being an ACS Fundraising Volunteer will involve:

- Following the guidance of the ACS Community and Corporate Fundraiser
- Completing mandatory training identified by ACS for volunteers.
- Attending an induction.
- Working in accordance with our volunteer policies including equality and diversity.
- Being an ambassador for ACS and the work we do.
- Receiving ongoing support and training as required.
- Wearing an ACS Volunteer lanyard for identification (supplied by ACS).
- Notifying the Volunteer Co-ordinator of any change in my circumstances that may affect my work as a volunteer.
- The possibility to volunteer flexibly around your own lifestyle and other commitments.

VOLUNTEER SPECIFICATION

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Well presented, with a friendly, empathetic approachable manner. • Ability to communicate effectively and sensitively. • Trustworthy and numerate (handling cash) 	<ul style="list-style-type: none"> • Confident in speaking with the public • Use of own car may be desirable for some fundraising activities • Physically able to erect gazebo, tables etc

Knowledge and Understanding

Essential	Desirable
<ul style="list-style-type: none"> • A compliance with the Volunteer Code of Conduct and other policies including ACS equal opportunities and diversity, confidentiality and health and safety (this list is not exclusive). • A willingness to receive any training required for the volunteer role and any further training the individual service requires. 	<ul style="list-style-type: none"> • An understanding of the services Action for Carers provides and other community-based resources.