

Volunteer Role Description

Thank you for your interest in volunteering with Age Scotland. Below is an outline description of what this role involves. If you have any questions at all please do not hesitate to us. Also if you have any concerns about a specific aspect of the role, please let us know so that we can discuss these with you.

Volunteer Role Title:	Fundraising Event Organiser
Department Name:	Fundraising
Job Title of volunteer supervisor:	Events and Community Fundraiser
Time Commitment:	<p>You can give as much or as little time as you are able and you can volunteer at times that suit you.</p> <p>An induction and training session will take place with your Fundraiser. This will last a maximum of two hours and will take place at a meeting place in your local community or at Age Scotland's Office in Causewayside House, Edinburgh</p> <p>In addition to this you will be invited to attend at least one regional update evening annually with your Fundraiser and an annual Volunteer celebration.</p>
Purpose of the role:	<p>Organise events from coffee mornings to gala dinners to raise vital funds to support our work.</p> <p>Optional: Form a group of enthusiastic and motivated individuals with a passion for making a difference to the lives of older people to support with organising events.</p>
Duties:	<ul style="list-style-type: none"> ▪ Organise fundraising events and activities in your community to raise vital funds for Age Scotland. ▪ Raise the profile of Age Scotland in your local area. ▪ Use existing local contacts, such as family and friends, and develop new contacts to expand your group.

	<ul style="list-style-type: none"> ▪ Risk assess all events organised – training will be provided. ▪ Collect funds in a non-obtrusive fashion specified within the guidelines provided to you by your Fundraiser. ▪ Occasional attendance and support may be required with ‘bucket shake or collections’ / stewarding at events and manage a stall, at specified events under the guidance of your Fundraiser.
<p>Required Qualities & Experience:</p>	<p>No experience is necessary, just a passion and drive to help create communities where everyone can love later life. Creativity is also useful for organising events.</p>
<p>Required Skills:</p>	<ul style="list-style-type: none"> ▪ good communication skills ▪ highly organised ▪ outgoing and friendly ▪ enjoy meeting people ▪ ability to work independently and as part of a team ▪ must be over 18 years of age
<p>Support:</p>	<p>You are asked to notify your Fundraiser of planned leave and absences. You should also notify them if unable to carry out your duties due to illness or emergency - if the Fundraiser is not available please advise another member of the Fundraising Team.</p> <p>Three months after commencement of volunteering for Age Scotland, a review session will be arranged to see whether the role is meeting your expectations and the needs of Age Scotland, and to consider alternative volunteering opportunities if necessary. You will also have an annual review with your Fundraiser, to ensure the role is still working well for you.</p>
<p>Expenses:</p>	<p>Volunteers are entitled to claim travelling expenses paid at the current mileage rate for car users, or public transport costs in line with Age Scotland’s expense policy.</p>



Thanks for taking the time to consider this role and we hope that you are interested in joining our Fundraising team!