

***Making a difference to the lives of those affected by rape and sexual abuse***

<b>Position:</b>	<b>Fundraising Volunteer</b>
<b>Hours:</b>	<b>Flexible (minimum of 7 hours per week)</b>
<b>Commitment:</b>	<b>Negotiable depending on candidate's circumstances. Minimum commitment of 3 months with potential to extend</b>
<b>Status:</b>	<b>Volunteer</b>
<b>Location:</b>	<b>Can be hybrid, remote or at our office in Guildford</b>
<b>Accountable to:</b>	<b>Fundraising Manager</b>
<b>DBS check:</b>	<b>Yes</b>
<b>Closing on:</b>	<b>Open Recruitment</b>

We are currently recruiting for a Fundraising Volunteer to support our Fundraising Manager.

RASASC is a registered charity which has been providing support to survivors, of all genders, of rape and sexual abuse (both recent and non-recent) aged 13 and upwards, from across Surrey since 1992.

We provide one-to-one counselling, group support, a Support Line, Independent Sexual Violence Advisor (ISVA) service, and peer support groups.

We are committed to equal opportunities, and we warmly encourage applications from all sections of the community particularly applicants from diverse groups.

### **Fundraising Volunteer**

You will assist the Fundraising Manager with admin tasks, attending events, support with preparing and delivering talks about RASASC and the work we do, and helping to raise awareness of RASASC and our services. We are looking for someone who is energetic, flexible and friendly.

### **Key functions**

- Supporting with fundraising admin - responding to emails, updating spreadsheets, making calls, supporting with data
- Attending fundraising events
- Support with preparing and giving talks about our services
- Assisting with planning, recruiting to and attending events
- Sourcing quotes for event materials and t-shirts etc and liaising with suppliers
- Assisting with keeping event participants engaged; responding to emails and crafting content
- Seeking out and engaging with community groups such as schools/ local organisations with the aim of securing small funds

- Carrying out prospect research to enable us to find and secure new funding opportunities
- Writing small grant proposals

### **Reporting Line:**

- This post holder reports directly to the Fundraising Manager.

### **Skills and Experience - Essential:**

- Excellent communications skills, written and verbal
- Excellent relationship and interpersonal skills and the ability to deal with a diverse range of people
- Ability to deal with information in a confidential manner
- IT literate, including Microsoft Office; excel and email.
- Ability to think on your feet, happy to get stuck in

### **Skills and Experience – Desirable:**

- Awareness of rape and sexual abuse issues
- Knowledge of or interest in charity fundraising
- Understanding of safeguarding protocols and procedures

In return, we can offer you valuable experience of working in a sector supporting survivors of rape and sexual abuse, and you will gain knowledge and skills in charity fundraising. We can offer reasonable travel expenses and mentoring, training to support your role.

### **How to Apply:**

If you are interested in joining our team and would like to help us make a difference to the lives of those affected by sexual harm, please do give us a call as we would love to hear from you – contact us on 01483 568000 for more details or please complete the application form and return to: [admin@rasasc-guildford.org](mailto:admin@rasasc-guildford.org)