



Role Description:

Community Fundraising Officer (Volunteer)

Organisation: OUT North East

Location: ONE Centre, Unit 2B Stonehills, Pelaw, Gateshead, NE10 0HW and community based in North-East England

In-person, hybrid or remote role: This is a hybrid role.

Reports to: Volunteer and Outreach Manager

Works with: Commercial Manager

Time commitment: Approximately 8 hours per month, with additional time around fundraising events if available.

Days: Flexible. Some evenings and weekends may be required depending on when fundraising events are arranged.

Who are OUT North East?

OUT North East is a leading LGBTQ+ charity and community organisation in the North East of England focused on promoting equality, inclusion, wellbeing and community connection for LGBTQ+ people, their families, friends and allies through support services, events, advocacy and awareness-raising programmes. Based at the ONE Centre in Gateshead, it offers safe spaces, practical help, social activities and outreach work to reduce isolation and strengthen community ties. In addition to its core services, OUT North East organises the Summer of Pride festival series, which are free Pride celebrations and events delivered across Gateshead, Sunderland and South Tyneside. These are held over the summer period, bringing together diverse communities for family picnics, concerts, creative days, and other inclusive events that celebrate LGBTQ+ life and promote visibility and belonging.

Role purpose:

The Community Fundraising Officer supports OUT North East to raise vital unrestricted income through the planning, promotion and delivery of community fundraising activities. Working alongside the Event and Festival Officers, this volunteer helps organise a wide range of fundraising events, from quiz nights, bingo nights and coffee mornings to gala dinners, charity balls, sponsored challenge events some larger fundraising campaigns.

The role also focuses on developing long-term relationships with local businesses, community organisations, schools, colleges, universities, venues, and supporters, encouraging partnerships, sponsorship, donations, and participation, in fundraising activities. The Community Fundraising Officer helps develop a year-round programme of fundraising opportunities that enables individuals, workplaces and community groups to support OUT North East in creative and meaningful ways, ensuring the charity can continue providing life-changing services for LGBTQ+ communities across the North East.



Key responsibilities:

- Support the planning and delivery of community fundraising events throughout the year.
- Work alongside the Event and Festival Officers to organise fundraising activities and campaigns.
- Help develop and deliver an annual community fundraising calendar.
- Organise fundraising events such as quiz nights, bingo nights, race nights, coffee mornings, afternoon teas, raffles, charity balls, auctions, concerts and themed fundraising evenings.
- Develop creative fundraising ideas that engage different sections of the community.
- Recruit individuals to take part in sponsored fundraising challenges such as walks, runs, cycling events, skydives and other challenge events.
- Build positive relationships with local businesses, community organisations, schools, colleges, universities, venues and supporters.
- Encourage organisations to nominate OUT North East as their Charity of the Year.
- Approach businesses and organisations to secure sponsorship, raffle prizes, auction items, donations and in-kind support.
- Encourage businesses, workplaces and community groups to organise their own fundraising events in support of OUT North East.
- Recruit attendees and volunteers for fundraising activities.
- Promote fundraising events through approved digital channels, community networks and local partnerships.
- Support fundraising stalls at Pride celebrations, festivals and community events.
- Thank donors, volunteers, businesses and supporters, helping to develop long-term relationships with the charity.
- Support the recording of fundraising income in line with organisational procedures.
- Help identify new opportunities to diversify unrestricted income and strengthen the long-term sustainability of OUT North East.

What the role is not:

- It is not a professional fundraising or grant-writing role.
- It does not involve handling significant sums of money independently.
- It does not involve entering into sponsorship agreements, contracts or financial commitments without staff approval.
- It is not responsible for the overall financial management of the charity.



Skills and qualities needed:

- Friendly, enthusiastic and confident communicator.
- Strong networking and relationship-building skills.
- Comfortable engaging with members of the public, businesses and community organisations.
- Creative thinker with enthusiasm for organising fundraising campaigns and events.
- Good organisational and planning skills.
- Self-motivated, proactive and able to manage several activities at once.
- Comfortable working collaboratively with volunteers, staff and partners.
- Reliable and professional.
- Passionate about supporting LGBTQI+ communities.
- Committed to equality, diversity and inclusion.

Previous experience in fundraising, events, sales, marketing, customer engagement or community development is welcomed but not essential.

Support and training:

Volunteers will receive:

- Induction and safeguarding training.
- Ongoing supervision and regular check-ins.
- Support with fundraising planning, donor engagement and event delivery.
- Opportunities for further training and development.
- Guidance on community fundraising good practice and supporter stewardship.

Impact of the role:

Community Fundraising Officers help:

- Raise vital unrestricted income that enables OUT North East to continue and expand its services.
- Build a sustainable network of supporters, donors and community fundraising champions.
- Develop long-term partnerships with businesses, schools, colleges, universities and community organisations.
- Increase awareness of OUT North East and the ONE Centre across the North East.
- Create enjoyable fundraising events that bring communities together.
- Encourage more people to actively support LGBTQI+ communities.
- Strengthen the long-term financial sustainability of OUT North East and the ONE Centre.

Safeguarding and confidentiality:

All volunteers must:

- Adhere to OUT North East safeguarding policies, as well as all other organisational policies and procedures.
- Respect confidentiality at all times.
- Complete any required training prior to starting, or during their time as a volunteer.