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**ROLE DEFINITION**

1. **TITLE OF ROLE : OCCASIONAL FUNDRAISING VOLUNTEERS**
2. **PURPOSE OF ROLE : TO ASSIST WITH FUNDRAISING EVENTS AND ACTIVITIES**
3. **MAIN TASKS/ ACTIVITIES OF THIS ROLE (**These will depend on the event or activity that you are helping with but could include some of the below)

* Assisting with money raising through (street / event) collections
* Marshalling at events
* Helping out on stalls at events (setting up and manning)
* Bag packing (at stores where we are holding collections)
* Distributing buckets and other fundraising materials

1. **SKILLS, EXPERIENCE AND QUALITIES REQUIRED**

* Ability to work as part of a team
* A desire to fundraise for our charity
* Willingness to learn
* Good communication skills
* Enthusiasm

1. **WHAT WE EXPECT OF YOU :**

* A commitment to volunteering
* A commitment to our policies and procedures including; confidentiality, equal opportunities and diversity and health and safety
* To provide us with full details about yourself to enable us to complete a risk assessment( before you begin volunteering with us)
* A reference
* Let us know if you are experienced any problems whilst volunteering for Roundabout
* To wear an Identification badge whilst fundraising for Roundabout
* Complete a CRB declaration if requested

1. **WHAT YOU CAN EXPECT OF US :**

* Out of pocket expenses (in line with our expenses policy)
* Roundabout is committed to providing a supportive environment and the

opportunity to develop skills and knowledge. We welcome your views and aim to

solve problems as and when the occur; in line with our Problem Solving procedure.

* A safe working environment
* To be respected and treated fairly
* Support at the fundraising event / activity from the fundraising co-ordinator