

VOLUNTEER ROLE DESCRIPTION

Role Title: Volunteer Community Fundraising Assistant

Department: Communications & Events

Location: Home-based

About YMCA Essex:

YMCA Essex enables people to develop their full potential in mind, body and spirit. We create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

As Volunteer Community Fundraising Assistant, you will help us reach more young people and families by assisting our Communications & Events Manager with organising and promoting our upcoming news and events.

Main Responsibilities consist of:

- Helping to plan and organise virtual fundraising events
- Researching a range of potential events and fundraising opportunities that YMCA Essex can consider hosting in order to promote our charity and reach fundraising targets
- When we are able to return back to our physical events - helping out at some of our events. This could include putting up displays, handing out leaflets, approaching members of the public to talk to them about the YMCA and our services, helping to set up ev-ents or meet and greet guests or register arrivals at our events
- Assist with social media posts and promoting news and events in our bi-monthly newsletter or the local press.

Times:

Any duration, ideally within typical office working hours. However this role is flexible and can be done during evenings or weekends also.

Skills and Experience Required:

- A genuine enthusiasm for the work of YMCA Essex
- Skilled / experienced in providing a high level of office administration tasks
- Knowledgeable on the services the YMCA offers (although training will be given)
- To represent the YMCA in an enthusiastic and positive manner.



YMCA ESSEX

CHELMSFORD / COLCHESTER

Volunteer Benefits:

- Build your CV
- Enjoyment of meeting a variety of new people and eventually, when it's possible, attending some exciting events
- Supporting as part of a rewarding team
- Gaining fundraising skills and event experience
- A sense of satisfaction in knowing you are helping others to make a difference
- Opportunity for others to benefit from your skills and experience.

To find out more:

Contact Helen Arnott, Communications & Events Manager

helen.arnott@ymcaessex.org.uk

To apply:

Send your CV and a cover letter explaining why you are interested in volunteering with us to Helen: helen.arnott@ymcaessex.org.uk

Monday, 28 September 2020

