

Volunteer Fundraising Events Planner

Based SC House (Head Office) Vanwall Road, Maidenhead.

Volunteering with People to Places (P2P)

Giving your free time to support others is one of the most satisfying and rewarding acts of kindness. Our charity relies daily on the support and dedication from our volunteers and the time they commit to helping others. If you find yourself with some spare time, anything from a couple of hours occasionally to a regular day of the week, and you would like to support a local charity, contact us today!

Expenses can be claimed but must be agreed by a senior member of staff.

What will you do?

Events Planning and Development

The aim of Fundraising Events role is to raise funds for and awareness of P2P, including recruitment of new supporters.

- Maintain the list of local fundraising events with which P2P could engage
- Liaise with local partners to identify potential individuals and/or teams of people to participate in an event
- Promote events through emails, mailings, listings, social media and

Support existing activities

Support existing P2P activities and events to increase staff capacity, skills & experience of the volunteer and maximise the potential outcomes of an activity.

- Represent and promote P2P at external events
- Provide support at existing P2P activities (e.g. Service Users' Christmas party, card sales & raffle, Spring Lunchtime Gathering)
- Provide ad-hoc support to fundraising activities

What's in it for you?

- make a real difference to people's lives, including to clients who receive a service from volunteers and to people who go on to volunteer further
- learn about different volunteer roles and the experiences of volunteers
- build on valuable skills such as communication, listening, advertising and recruiting
- increase your employability
- work with a range of different people, independently and in a team
- have a positive impact in your community

You'll be able to claim back all reasonable out of pocket expenses and be covered by our public liability insurance.

* Neither party intends for any employment relationship to exist

What do you need to have?

Details of skills, qualifications, experience and personal attributes:

Essential	Desirable
<ul style="list-style-type: none"> ● Friendly and approachable ● Good written and verbal communication skills ● Committed and reliable ● Excellent organisation and efficiency ● Strong interpersonal skills ● IT competence ● Confidence to question the reason/value behind an instruction ● Positive attitude to mental health ● Flexible, enthusiastic and proactive attitude ● Ability to problem solve ● Ability to take initiative ● Ability to work independently with little supervision where necessary ● Sensitivity 	<ul style="list-style-type: none"> ● Experience of organising and promoting events ● Fundraising experience ● Experience of working in the voluntary sector ● Good local knowledge of Windsor & Maidenhead and the surrounding area ● Commitment to P2P's values and aims

A driving licence and access to transport is required for this role.

An enhanced DBS check is required for this role:

- Under the Rehabilitation of Offender Act 1974, Police act 1997. Do you have any convictions, cautions that are not "Protected "as defined by the Rehabilitations of offenders act 1974 (Exceptions Order1975(as amended in 2013)
The amendments to the Exception Order 1975(2013) provide that certain convictions and cautionsare "Protected "and are not subject to disclosure. Failure to declare any convictions that are not "protected" may result in an offer of volunteering being withdrawn

Valuing inclusion

Our aim is that our workforce will be truly representative of all sections of society and each employee and volunteer feels respected and able to give of their best.

All employees and volunteers are helped and encouraged to develop to their full potential.

People to Places aspire to:

- Create an environment in which individual differences and the contributions of all are recognised and valued
- Promote equality and value diversity in the workplace environment
- Make training, development and progression opportunities available to the workforce
- Ensure that every employee/volunteer is entitled to a working environment that is respectful of individual beliefs

We welcome applications from all areas of the community who would like to join us in our mission to deliver independence and tackle isolation in Windsor and Maidenhead. If you would like to sign up, click [here](#) or visit our [website](#) to find out more about us.

Contact details

If you are interested in becoming a Fundraising Events Planner and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact Peter Haley, Chief Executive Office via email PHaley@people2places.org.uk