

## VOLUNTEER ROLE PROFILE

**ROLE TITLE:** **LEAD VOLUNTEER ROLE**

**ROLE PURPOSE** To support the fundraising team at a variety of events and challenges, promoting the charity whilst raising vital funds.

### ORGANISATION DESCRIPTION

Chailey Heritage Foundation is a pioneering charity providing education, care and transition services for young people with complex physical disabilities and health needs, which includes:

- ◆ An 'outstanding' special school
- ◆ 'Home from home' residential care for both children and young adults
- ◆ A Life Skills Centre and Hub for adults with disabilities
- ◆ Support at home and in the community

### WHAT YOU WILL GAIN BY VOLUNTEERING

- ◆ The opportunity to meet new people and build strong relationships
- ◆ Gain valuable new skills and experience – if you are interested in a career within fundraising or want to develop on your existing skill set then this could be the perfect opportunity for you
- ◆ An exciting opportunity to get involved in some of the really rewarding activities and events that we have planned

### WHAT WE WOULD LIKE FROM YOU

This role would suit a sociable, self-motivated and enthusiastic individual who has an interest in supporting the fundraising team at various events locally.

Some of the events you may be asked to help with include the Brighton Half Marathon, The South of England Show, Bo Peep Hill Climb. We are also involved in various bucket collection, fundraising balls, fetes, and our very own run.

In this role your main duties will be;

- Support the Fundraising team at various events
- Working with the general public to raise funds and raise awareness of Chailey Heritage Foundation
- Meeting a variety of people and encouraging them to support CHF
- Promoting volunteer vacancies within the fundraising team to increase the number of volunteers available to support at events
- Acting as the key point of contact for our volunteers at events that you are lead volunteering for

We are looking for support from those with the following;

- Ability to travel - You must be a car driver with access to a vehicle as you will be attending various events with equipment
- An interest and passion for fundraising
- Organisation skills
- Honesty & Responsibility – you will be responsible for handling money and CHF equipment at events

We also expect volunteers to show awareness and to comply with all aspects of health and safety in relation to your working environment

## TIME COMMITMENT

Most events take place during evenings and weekends and we would be looking for support from those that are available during these periods.

The role can be very flexible and could easily fit around a busy lifestyle. We will send you our calendar of events and you will be able to select as many or as few as you feel you can help with.

A minimum commitment of two events per year is required.

## TRAINING AND SUPPORT

Volunteers will be given an induction and will be required to attend an initial mandatory training session, which includes Safeguarding, Fire Safety, Manual Handling; and any other occasional training/ information sessions deemed necessary.

Volunteers must also be prepared to undertake regular updating of mandatory training as and when required.

You will find all our staff and volunteers very friendly and approachable, and grateful for any assistance you can give.

## RECRUITMENT PROCESS

To apply for this volunteering role, please click on the "apply now" button on the webpage to complete an application form via our website.

On receipt of a completed application form, your application will be reviewed by the recruiting manager. After which applicants may be invited in for an informal interview and if successful will be invited to join our team, following completion of two satisfactory references and an enhanced DBS (Disclosure & Barring Service) check.

## OTHER INFORMATION

All volunteering opportunities at Chailey Heritage Foundation will require an enhanced disclosure check by the DBS – this does not mean that you cannot volunteer for us if you have a previous conviction. Chailey Heritage Foundation conforms to all aspects of the Rehabilitation of Offenders Act 1974.

Volunteers are required to abide by all policies and procedures within Chailey Heritage Foundation at all times.

Chailey Heritage Foundation operates a non-smoking policy throughout all its buildings and site, but does provide a designated smoking area.

## CONTACT US

For an informal discussion please call Joy Dyson. Community and Events Fundraiser, on **01825 724444 Ext. 725**

***Thank you for choosing to give your valuable time to Chailey Heritage Foundation***