



## Community Fundraising Volunteer Role Description

<b>Organisation Name</b>	First Light
<b>Organisation Overview</b>	<p>First Light is a charity that supports thousands of people each year affected by Domestic Abuse and Sexual Violence in Cornwall, Devon and the Isles of Scilly (IoS).</p> <p>In Devon, we provide Sexual Violence crisis response and advocacy; solution focused therapeutic counselling; and Child and Young Person Support including art therapy. In Cornwall and IoS, we provide an Independent Domestic Violence Advisory (IDVA) service; a Domestic Abuse Helpline and Risk Evaluation and Coordination Hub (REACH); and Sexual Violence crisis response and advocacy.</p> <p>We are committed to extending our services and developing our education (healthy relationships) and training initiatives. To help us do this, we are recruiting volunteers to raise awareness of our services and fundraise for us by hosting community events or supporting the organisation of mass-participation challenge events.</p>
<b>Role Title</b>	<b>Community Fundraising Volunteer</b>
<b>Location of position</b>	Various
<b>Responsible to</b>	Community Fundraiser
<b>Summary of role</b>	<p>As a Community Fundraising Volunteer, you will be working with us to fundraise for First Light and to promote us in your local community. We are asking volunteers to help us raise the profile of our work and the services we provide, and to encourage new supporters to get involved with fundraising.</p> <p>You can do this by organising events and recruiting participants for activity that will help raise vital funds for First Light; promoting the charity and fundraising generally across your local community; and delivering talks to local groups and organisations.</p>
<b>Description of tasks</b>	<ul style="list-style-type: none"><li>• Organise and / or support local fundraising and awareness events.</li><li>• Recruit supporters to fundraise for First Light via challenge or community event participation. These might include challenges such as UK or overseas walks, runs or cycles; or social events including local coffee mornings, cake sales, community fairs and pub quizzes.</li><li>• Be a local contact for existing and new supporters, and provide them with advice and information on fundraising and maximising what they can achieve.</li><li>• Approach individuals, schools, universities and local businesses for sponsorship and donations.</li></ul>



<b>Time Commitment</b>	Variable
<b>Skills and Qualifications</b>	<ul style="list-style-type: none"><li>• Great people skills, approachable and friendly.</li><li>• Organised, methodical and reliable.</li><li>• Confident to work independently and within a group.</li><li>• Good communication skills.</li><li>• Ability to handle money.</li></ul>
<b>Application Procedure</b>	<ul style="list-style-type: none"><li>• Application form</li><li>• Informal Interview</li><li>• DBS (enhanced)</li></ul>
<b>Training and Support</b>	<p>Induction to First Light including some training on safeguarding and working with vulnerable people.</p> <p>You will meet with the development team and receive training on all challenge and community event fundraising, including guidance on the processes and procedures for recruiting event participants, promoting our work and paying in monies raised.</p> <p>Thereafter, you will have access to regular support, advice and guidance from the Community Fundraiser.</p>
<b>Reimbursement of expenses</b>	Reasonable out of pocket expenses will be reimbursed as agreed with the Community Fundraiser.
<b>Benefits to the volunteer</b>	<ul style="list-style-type: none"><li>• Develop fundraising and event management skills</li><li>• Meet new people</li><li>• Be active and engaged</li><li>• Add value to your local community</li><li>• Learn new transferable skills and improve your CV</li></ul>
<b>Contact Information</b>	Louise Knight <b>Community Fundraiser</b> email: <a href="mailto:hello@firstlight.org.uk">hello@firstlight.org.uk</a>