



Fundraising Research Volunteer Role Description

About us	<p>First Light is a charity supporting people that have been affected by domestic abuse and sexual violence in Cornwall, Devon and Wiltshire.</p> <p>We are independent of statutory agencies, including the Police, and every year we help over 5,000 women, men and children in South West England to lead safer lives, free from violence and abuse.</p> <p>We are committed to extending our services and developing our education and training initiatives. To help us do this, we are recruiting fundraising volunteers to support our work.</p> <p>firstlight.org.uk</p>
Role Title	Fundraising Research Volunteer
Location of position	Threemilestone, Cornwall or Plymouth, Devon
Responsible to	Community and Events Fundraiser
Summary of role	<p>As a Fundraising Research Volunteer, you will have the opportunity to assist the Community and Events Fundraiser with research to help grow community fundraising at First Light.</p> <p>You will help research opportunities and identify and recruit supporters and donors by working with the Community and Events Fundraiser on a range of tasks from initial research through to event development.</p>
Description of tasks	<ul style="list-style-type: none">• Researching and collating data on potential fundraising sources, including local community groups; businesses; colleges and universities.• Researching and developing event opportunities and logistics.• Helping with mail-outs and promotions to supporters and providing data admin support.• Supporting planning for and attending events and fundraisers.• Keeping accurate and up to date records of all contacts made.
Time Commitment	Variable
Skills and Qualifications	<ul style="list-style-type: none">• A knowledge and awareness of domestic abuse and sexual violence, and the services that First Light offers• Good communication skills.• Organised, methodical and reliable.• Experience in fundraising or community work is desirable but not essential• Ability to handle money.



Application Procedure	<ul style="list-style-type: none">• Application form• Informal Interview• DBS (enhanced)
Training and Support	<p>One-day induction to First Light including some training on safeguarding and working with vulnerable people.</p> <p>You will also meet with the Community Events Fundraiser and receive training on the processes and procedures in place for managing and saving information including research and data.</p>
Reimbursement of expenses	Reasonable out of pocket expenses will be reimbursed as agreed with the Community Fundraiser.
Benefits to the volunteer	<ul style="list-style-type: none">• Develop fundraising skills• Develop research and development skills• Meet new people• Be active and engaged• Learn new transferable skills and improve your CV
Contact Information	Louise Knight Community and Events Fundraiser Phone: 03458 121212 Email: louise.knight@firstlight.org.uk