

Fundraising Event Organiser (voluntary)

Fundraising events help us raise money and raise the profile of our charity. With only one paid member of fundraising staff, volunteer event organisers make a huge difference to the number of events we can hold and make a vital contribution. Can you help?

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| Location: | Office based plus events in your community |
| Reports to: | Fundraising Manager |
| Time Commitment: | Three hours a week |
| Length of role: | Six months initial commitment with option to extend |
| Experience required: | Some experience in events, working as part of team or networking beneficial. A driving licence would be helpful but not essential. Full training and support given. |

More about the role

Do you love to organise? Does a checked off to-do list make you smile? Can you take charge? We are looking for committed people to organise their own fundraising events for Scottish Families, big or small your events will help us reach our fundraising target, allowing us to continue our work supporting families. We will work with you on your event offering support, including help to promote your event through our newsletter and social media. If you are looking to build your experience in fundraising and events management, marketing, team working or team leading, this is the ideal role for you.

Fundraising events could include

- Afternoon teas
- Fashion shows
- Family fun days
- Sporty or exercise events
- Raffles, tombola or bring and buy sales

But we encourage creativity and would love to hear your ideas! To be successful in this role working as part of team is key, whether you choose to bring family and friends on board to help you or wish to work with fellow volunteers. We will provide full training as well as support for your events and regular face to face catch ups.

Is this the role for you? A checklist of points to consider

- I will not judge others
- I understand that some of things I may hear from members of the public while working in the community might be difficult
- I understand it is important to follow procedures when handling cash
- I am happy to organise events suitable for all and free from alcohol
- I am happy to use my own contacts and networks to support the event
- I am happy to work as part of a team

Next steps

If you are interested in the role please contact us for an application form info@sfad.org.uk. We will then invite you in for an informal chat to let you know a bit more about fundraising for Scottish Families. We ask for two references to be completed before you can start volunteering for our organisation.