

Reg. charity no. 1058540

VOLUNTEER YOUR WAY TO WORK

Volunteer your way to work provides tailored volunteering opportunities to gain experience, skills and confidence aimed at making the transition into work easier and less daunting. Working within ESTEEM you will have support of a mentor and staff team during the process, completing with a reference from us, a CV and easier access into meaningful employment.

Fundraising Assistant

Hours: Regular hours to be confirmed at interview, commitment of 2-6 months required
(CV writing drop in Thursday 11am-3pm)

Location: ESTEEM % The Old School House, Ham Road, Shoreham

Responsible to: Youth Coast Project Manager and ESTEEM management team

Interview Required

JOB DESCRIPTION

To organise and run fundraising events and activities to raise funds for Esteem's future projects and increase public profile of Esteem, as well as providing support for those doing personal fundraising challenges for the charity working alongside events and media/communication assistants.

TYPICAL DUTIES

- Ensure the collecting and documentation of collection tins, finding new venues for collection tins to be more effective and monitoring where and how much these generate.
- Writing letters to, and communicating with local business in order to spread the word about ESTEEM and seek sponsorship.
- Monitor and run ESTEEM's just giving page and regularly advertise fundraising activities linked to the page.
- Organise and support regular small fundraising activities such as cake sales, bag packing and sponsored events.
- Be involved in the research of, and completion of grant applications to further support the work of ESTEEM.
- Be an advocate of ESTEEM at local community events and generate ideas for future income streams.

ESTEEM

The Old School House, Ham Road, Shoreham-by-Sea, West Sussex BN43 6PA
01903 854987 hello@esteem.org.uk www.esteem.org.uk

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PERSON SPECIFICATION

- Good communication and presentation skills, with the ability to share ideas and communicate with members of the local community
- The ability get others excited about the work of ESTEEM and encourage them to journey with us both in spirit and financially.
- Friendly and able to make the most of networking opportunities, being able to understand the key values and aims of ESTEEM and able to convey those to other both in person and through written communication.
- Ability to use some social media platforms.
- Ability to generate new fundraising ideas and work as part of a team to implement them.
- Be motivated to raise money for the charity and get excited about creating new opportunities as a result.

WHAT YOU CAN EXPECT FROM ESTEEM

At ESTEEM we care about your wellbeing and development. We are committed to support you in making positive change and reaching your goals.

You can expect the following from us,

- New opportunities both in the UK and abroad.
- Support and advice every step of the way.
- 1 hour of vocational mentoring a week with an experienced and professional mentor.
- The opportunity to create an up to date CV which includes new skills learnt within our CV and careers drop in session
- A national accreditation for your voluntary work if you are aged 14- 25 and a certificate of completion from ESTEEM
- Valid experience within the voluntary sector.
- Training in both general work skills as well as those specific to your role.
- A reference for future employment from the ESTEEM staff.
- The opportunity to go on to future work placements with local businesses in different sectors.
- The satisfaction of knowing that you are making a vital difference to the work of ESTEEM and in supporting young adults from a disadvantaged background.

For further information and to arrange an interview please email emma.edwards@esteem.org.uk