

Event Fundraiser Volunteer - Remote

Our mission is to provide information and support for anyone affected by cancer, offering practical ways of enhancing physical, psychological, and emotional wellbeing. The Mulberry Centre is a charity and relies solely on funding to support people through their cancer journey from diagnosis, through treatment and then post-discharge. We help them to start rebuilding their lives and promote self-management. We also support carers and family members to deal with these changes. We do this by providing counselling, complementary therapies, wellbeing classes, and supporting information, tailored to the needs of our users at, and around, our purpose-built centre in Isleworth. Our services are free of charge, but donations are always welcome.

We are looking for a fundraising volunteer to support community events that will help raise money and awareness of the Mulberry Centre. This volunteering opportunity is ideal for someone who likes to speak to/meet new people, and who would like to gain some experience of supporting events and marketing. Next year is our 21st Anniversary and we would like help with events, some online, which will be scheduled to take part in the future.

Main Duties/Typical Tasks

- Assisting with research and planning of events which could include, drafting promotional copy, drafting press releases, social media and using fundraising applications to support our work.
- Supporting events: sourcing raffle prizes/experiences, researching communication channels and attending events.
- Sorting and pricing donated goods and thanking donors.
- Inspiring the public to donate to The Mulberry Centre.
- Raising awareness of The Mulberry Centre and representing The Mulberry Centre in a positive light.
- Assisting with general administration.
- Any other duties appropriate for the role and adhering to The Mulberry Centre's policies.

Volunteer Specification

- Good communication and interpersonal skills.
- Confident and able to work as part of a team.
- Ability to work on own initiative.
- Good organisational and time management skills.
- IT literate with some experience of digital meeting platforms such as Zoom or Teams.
- Enthusiastic about the work of The Mulberry Centre and the difference donations make to our work.
- Keen to raise awareness of The Mulberry Centre and able to articulate and inspire people to support us.

For external advert also include:

Support and Education

- All volunteers will be provided with a thorough induction of the work of The Mulberry Centre, its procedures and relevant policies for your volunteer role.
- Regular updates on organisation activities and training available.
- The Mulberry Centre will do its best to assist your volunteering role with us. This will include IT systems training, support, advice and guidance from your Lead and the Mulberry Macmillan Volunteer Lead (MMVL).
- There will be an initial 3 month, then annual, review.
- Expenses are paid for pre-arranged 'out of pocket' expenses including any role related travel by public transport or personal vehicle limited per day.
- Feedback on the income generated through your efforts.

Next Steps

- Complete the online application form.
- If your application is successful, we will invite you along to an informal Interview.
- If you are accepted as a volunteer, we will contact your two referees.
- All volunteers must attend an Induction at the start of their volunteering and are encouraged to access training specific to their role.

Further information - Email: volunteer@themulberrycentre.co.uk

Responsible to: Fundraising and Communications Lead