

Events 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 event fundraising volunteers 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 the setting up and running of events and related marketing. 2022 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.

Support and Training

- You will be provided with an induction covering the objective of the role, the work of The Mulberry Centre, and its procedures and policies relevant for your volunteering role.
- We will do our best to assist your volunteering role with us. This will include evaluation sessions and keeping you updated with all the relevant information on what support The Mulberry Centre offers.
- There will be an initial 3 months, then annual review with your Lead.



for anyone
affected by cancer

The Mulberry Centre

- Expenses are reimbursed for travel incurred to carry out your volunteering duties. The reimbursement of any other 'out of pocket' expenses is subject to prior approval by your Lead.

Next Steps

- All applicants will be asked to complete a Volunteer Application Form and confidentiality agreement and provide two referees.
- Candidates with the appropriate experience/skills for the role for which they have applied will be interviewed by the Lead associated to the role.
- References will be taken up on successful candidates.
- All new volunteers will be given role specific induction/training by their Lead and the Mulberry Macmillan Volunteer Lead will provide general induction to the Centre, the general handbook and relevant information pertaining to policies and procedures, and will be asked to sign the Volunteer Agreement, confirming their commitment to the Centre.
- Subject to satisfactory references, and completion of professional documentation an individual may start volunteering and a review will be carried out by their Lead after three months.
- Short-term volunteers providing support on an ad-hoc basis are not required to go through all the recruitment procedures unless they start volunteering on a more regular basis or their hours increase beyond 5 hours a month.

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

Responsible to: Fundraising and Communications Lead