

Fundraising Volunteer – Trainee (Research, Development & Applications)

Our core mission is to improve the lives of anyone affected by cancer, including those with a diagnosis, carers, family members and bereaved relatives, by enhancing emotional, psychological, and physical well-being. The Mulberry Centre is a charity and relies 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 and 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.

The Mulberry Centre is looking to develop partnerships with funders and major donors, corporate and community organisations, individuals and businesses in the boroughs of Hounslow, Richmond, and Ealing. The Fundraising Volunteer will work closely with the Fundraising and Engagement Team to carry out research, engage by 'phone and in writing with potential funders and partners, gain contacts, draft letters/emails, proposals and applications. This role would suit a graduate, someone on a gap year or someone looking for a career change who wants to gain the necessary experience to apply for an entry level fundraising job.

Time Commitment – Flexible, looking ideally for a regular commitment of 2-3 days a week for at least 6 months or longer term. It would be useful for applicants to indicate how much time monthly they are able to offer.

Main Duties

Work under the supervision of our Fundraising and Engagement Manager to:

- Research and contact individuals, trusts, corporates and community organisations to seek advice and information.
- Undertake follow up with calls/emails/letters to identify key contacts and maintain records.
- Promote The Mulberry Centre and the work we do with agreed up to date messages and information.
- Draft accurate, well-structured, attractive proposals and applications within an agreed brief.
- Write and showcase case studies we have already established and include/market these appropriately.
- Any other duties appropriate for the role and adhering to The Mulberry Centre's policies.

Volunteer Skills Specification:

- Ability to gain and share knowledge of what The Mulberry Centre offers to people affected by cancer.
- Good admin and interpersonal/communication skills; confident speaking to a range of people.
- Excellent writing skills, with the ability to draft emails and letters, proposals, and funding applications and report content.
- Ability to work on own initiative but within an agreed brief.
- The ability to research existing and new organizations/contacts and keep records updated.
- The ability to record your activity and provide written evidence of what you have done.
- Confident and able to work as part of a team.
- Good organisational and time management skills, and IT literate.
- Enthusiastic about the work of The Mulberry Centre and keen to raise awareness of The Mulberry Centre articulate and inspire people to support us.

Support and Education

- Signposting to fundraising learning resources and mentoring from the Fundraising and Engagement Manager.
- This role offers plenty of opportunity to gain first-hand fundraising experience and skills for career development.
- 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.
- 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.
- 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 Engagement Manager