

Fundraising Volunteer – Campaigns & Events

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.

As a Fundraising Volunteer – Campaigns & Events at The Mulberry Centre, you will play a vital role in supporting our fundraising campaigns, events and initiatives aimed at providing essential services to individuals affected by cancer. You will work closely with our Community & Individual Giving Fundraiser and our Fundraising & Engagement Team to assist with our in-house fundraising efforts and provide support to individuals undertaking challenges and events on behalf of The Mulberry Centre, seeing defined projects through from start to finish.

Time Commitment – A regular commitment of 2 days a week (Majority of which would be office based) for a minimum of 6 months or longer term.

Main Duties

To work within an agreed brief with the support of the Supporter Engagement Lead on the following:

- **Fundraising Campaign Support:** Assisting with the planning, execution and evaluation of fundraising campaigns, including online and offline initiatives.
- **Event Support:** Helping to organise and facilitate fundraising events, ensuring smooth execution and maximum engagement from participants and supporters.
- **Individual Support:** Helping the Supporter Engagement Lead provide guidance and encouragement to individuals undertaking challenges and events in support of The Mulberry Centre, offering assistance in fundraising strategies and goal setting using the fundraising pack.
- **Marketing and Advertising:** Utilising transferable skills in marketing and advertising to promote fundraising campaigns and events, both online and offline, to maximize reach and participation.
- **Community Engagement:** Researching and engaging with the local community, small businesses, and organisations to foster partnerships and support for fundraising efforts.
- **Record Keeping:** Maintaining accurate records of fundraising activities, donations, and participant information, ensuring compliance with data protection regulations.
- **Correspondence:** Drafting accurate, well-structured emails, letters and reports with agreed key messages and information.
- 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 and inspire others to support us.
- Passion for supporting individuals affected by cancer and commitment to The Mulberry Centre's mission.
- Excellent communication (both written and verbal) and interpersonal skills, with the ability to engage effectively with diverse stakeholders.
- Previous experience of running fundraising campaigns/events or experience of marketing, advertising, or charity work, with the ability to apply transferable skills to fundraising initiatives, is desirable.

- Strong admin, IT, organisational skills and attention to detail, with the ability to manage multiple tasks and deadlines effectively.
- Confident and able to work on one's own initiative but within an agreed brief as part of a team.
- Reliable and dependable, with a willingness to commit to a minimum of 6 months volunteering 2 days per week with The Mulberry Centre.

Benefits, Support and Education

- Opportunity to make a meaningful difference in the lives of individuals affected by cancer by joining a supportive and dedicated team of staff and volunteers committed to making a positive impact.
- Gaining valuable experience in fundraising, event management, and community engagement.
- Developing transferable skills in marketing, advertising, and charity work.
- 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.
- 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 are asked to complete a Volunteer Application Form 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 our Confidentiality Agreement and a 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 3 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: Community & Individual Giving Fundraiser