

Fundraising Volunteer – Grant Research and/or Grant Writing

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 for opportunities to identify and apply for relevant grants, trust and foundations funding in a competitive market. Grant requests will be on average £500-£10,000 for specific services as well as core Centre costs. This Fundraising Volunteer (the role can be undertaken by one volunteer or split into two parts and shared) will work closely with the Fundraising and Engagement Team to help streamline the research and application process.

The first part of the role is to research and check grants and trust funding lists and databases for current opportunities and deadlines for applications to determine which are relevant, where we meet the necessary criteria, and how quickly we need to apply. The second part of the role is to draft and adapt application information to inspire and appeal positively to specific funders.

This role would suit those with experience or interest in research, bid writing, charity fundraising, marketing, creative writing, commissioning, public sector tenders or grant assessment who is looking for a meaningful, regular volunteering commitment. Anyone with expertise or transferable skills in the area of research and/or writing compelling proposals/marketing who is interested in volunteering is encouraged to have a chat with us as we can be flexible.

Time Commitment – Looking ideally for a regular commitment of 1 day a week in the office for a minimum period of 6 months or longer term. Hybrid working is possible, too.

Main Duties

Work under the supervision of our Trusts & Foundations Fundraiser to do one or both of the following:

Part 1 – Funding Research and Pipeline Volunteer

- Summarise funder guidelines and identify potential matches for applications. This is done through researching online and analysing lists and databases to identify where we meet grant application criteria.
- Work confidently with sensitive stories and statistics, demonstrating an understanding of the work of the Centre and strong attention to detail to match with funders; explore potential for an application to be sent to them by email and phone (agreed in advance and supported by the Trusts and Foundations Fundraiser).
- Use the Centre's established AI prompts, if comfortable, to match funders and application opportunities and following our AI policy guidance.
- Prioritise application lists based on application deadlines and level of funding available and maintain records.
- Support with administration where needed.

Part 2 – Grant writing and Editing Volunteer

- Draft accurate, well-structured, clear, compelling funder-ready proposals and applications, within an agreed brief, to meet the needs and criteria of each individual funder.
- Option to use AI with established prompts to help produce first drafts and checked for accuracy before developing personalised, final versions.
- Include statistics, budgets, case studies we have already established and include these appropriately.
- Any other duties appropriate for the role and adhering to The Mulberry Centre's policies.

Volunteer Skills Specification:

- Good admin and interpersonal/communication skills.
- Confident using the internet, Excel and databases.
- Ability to analyse and prioritise based on agreed criteria.
- Excellent writing skills, with the ability to draft proposals and grant applications.
- An interest in AI is helpful but not essential.
- Ability to work on own initiative but within an agreed brief and with support from our Trusts & Foundations Fundraiser.
- The ability to record your activity and provide written evidence of what you have done.
- Good organisational and time management skills.
- Enthusiastic about the work of The Mulberry Centre and keen to articulate and inspire people to support us.
- Professional, reliable and confidential about our applications.

Support and Education

- Guidance and signposting to grants, trusts and foundations resources and mentoring from the Trusts & Foundations Fundraiser.
- This role offers plenty of opportunity to use existing research and analytical skills and/or creative and inspiring writing skills.
- 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 a separate induction specifically for this 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: Trusts & Foundations Fundraiser