

## Events, Outreach and Fundraising Volunteers Role Description

Ealing Carers Service aims to provide a holistic approach in supporting carers living in the London Borough of Ealing. This will be through social activities, support groups and advice, information and signposting.

We are looking for a small team of enthusiastic volunteers who can help us develop a good reputation across the borough. There is a lot of flexibility within 'events, outreach and fundraising' and we are happy for our volunteers to experience a bit of everything or focus on an area they are truly passionate about. Some areas we require support are listed below.

### Main Tasks:

- Attending internal and external events, being a friendly face for our service.
- Assisting in the running of 'big' events i.e. Open Days.
- Actively looking for suitable external opportunities for the Service to get involved in.
- Looking for, and assisting in, the completion of grant applications.
- Finding and supporting fundraising opportunities.
- Building crucial relationships with external businesses and local charities and organisations.

### Skills & Experience Required:

- A positive and supportive approach.
- Patience and understanding.
- Reliability and an ability to maintain confidentiality and professional boundaries.
- An understanding of safeguarding vulnerable people (training provided).
- IT literate with a good knowledge of Microsoft packages (highly desirable).
- Good telephone manner and people skills.
- Organised and good attention to detail.
- Willingness to undertake an enhanced DBS check.
- The desire to take initiative and solve problems ahead of time.

### Support and Training:

You will be given appropriate orientation and/or training to carry out your role and regular supervision. We also aim to offer a number of social events throughout the year to integrate you into the team!

If you are interested in applying please fill in an Expression of Interest Form and/or email [spaterson@carerstrustthames.org.uk](mailto:spaterson@carerstrustthames.org.uk) in order to obtain one.

**Thank you for your interest in supporting our growing service! We look forward to hearing from you.**