



Volunteer Role Description and Person Specification

Post: Fundraising volunteer

Hours: 10 hours per month (approx.)

Responsible to: Engagement and Operations Manager

Term: 12 months initially

Probation Period: 3 months

Location: Office-based (Matlock), with scope for some remote working and travel

We are looking for one or two passionate volunteers to help us share the work of Rural Action Derbyshire with local businesses and individuals to help us increase our donations, enabling us to continue supporting the rural communities of Derbyshire.

Key Responsibilities

- Support fundraising and donation campaigns.
 - Help identify and build relationships with local businesses, organisations and individuals.
 - Represent Rural Action Derbyshire positively within the local community.
 - Maintain accurate records of donors, supporters and fundraising activities.
 - Communicate with donors and supporters through email, telephone and other channels.
 - Provide administrative support, including updating databases and maintaining organised fundraising records.
-

Skills and Attributes

Essential

- Enthusiastic about supporting Rural Action Derbyshire's work and values.
- Strong communication and interpersonal skills.

- Friendly, professional and confident approach.
- Ability to build positive relationships with a range of people.
- Good organisational skills and attention to detail.
- Comfortable using email, Microsoft Office and online systems.
- Ability to work independently and as part of a team.
- Commitment to equality, diversity and inclusion.

Desirable

- Experience of volunteering, fundraising, customer service, sales, marketing, community engagement or administration.
- Knowledge of rural communities and the challenges they face.
- Experience using databases or customer relationship management (CRM) systems.
- Full driving licence and access to transport, or the ability to travel to meetings using alternative arrangements.

What You'll Get Out of It

As a Fundraising Volunteer with Rural Action Derbyshire, you will:

- Make a direct difference to rural communities across Derbyshire.
- Gain valuable experience in fundraising, partnership development and charity operations.
- Develop skills in communication, relationship building and stakeholder engagement.
- Increase confidence through representing a local charity and engaging with supporters.
- Receive support and guidance from the Engagement and Operations Manager and wider team.
- Meet new people and build professional networks within the charity and business sectors.
- Enhance your CV and gain experience that could support future employment or volunteering opportunities.
- Be part of a friendly team working to improve the lives of people living in rural communities.