



Brighton Women's Centre
22 Richmond Place
Brighton, BN2 9NA

ROLE DESCRIPTION

Lead Fundraising and Communications Volunteer

Responsible to:

Fundraising and Events Manager
BWC Director

Responsible for:

Organising and attending fundraising events on-behalf-of BWC, as well as encouraging local business and communities to fundraise in-aid-of BWC.

Income raised by volunteers is critical to BWC as it enables us to continue providing essential support services for women across Sussex.

The role is flexible to suit your commitments, although we ask for a minimum time commitment of 4hrs per week for a period of one year, including regular attendance at monthly meetings (all held on weekday evenings). In the case of larger, more complex events (such as International Women's Day) additional meetings will be scheduled as necessary to ensure effective planning and implementation.

Duties and responsibilities:

1. Lead, inspire and motivate a small team of fundraising and communications (F&C) volunteers, including chairing monthly volunteer meetings.
2. Work alongside the BWC Fundraising and Events Manager to organise and lead the planning, delivery and management of at least three fundraising events per year on-behalf-of BWC, including our flagship event in March to celebrate International Women's Day.
3. Work alongside the BWC Fundraising and Events Manager to ensure that all necessary risk assessments are carried out and documented as applicable to the running of events.
4. Support and attend (where appropriate) events organised by supporters in-aid-of BWC.
5. Encourage others to fundraise in-aid-of BWC or volunteer for us.
6. Develop new fundraising and event ideas.
7. Identify potential local business and community partners.
8. Assist with general fundraising activities as needed.
9. Research organisations and contacts to provide raffle and auction prizes.
10. Evaluate the outcome of events.



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Who's right for the role?

While we think volunteering is suitable for a range of women, we are particularly looking for those with the following qualities and experiences:

- Passionate about supporting women
- Great communication and social skills
- Reliable, with strong organisational and administrative skills
- Work well as part of a team
- Ability to build strong relationships with new people and organisations
- Ability to handle money accurately
- Committed to our values
- Previous fundraising or event/project management experience would be a bonus

This role provides valuable experience of fundraising and event planning. We will support you with advice, training and tools to help you fundraise and spread the word about the work of BWC.

You'll learn about how you're helping to support women across Sussex, and you'll have the opportunity to grow your skills and inspire others to support us. It's also a chance to spend time with like-minded people and make new friends.

If your application is successful, you will be:

- Required to complete an application for a Basic DBS Check or provide your details if you're on the DBS Update Service
- Required to read and adhere to BWC's Volunteer, Confidentiality, Data Protection, Health & Safety, Equality & Diversity, Trans Inclusion and Cash Handling Policies
- Required to read and adhere to the Code of Fundraising Practice
- Provided with an induction and training, supervision and support meetings

To apply please complete an application form and return it to:

Emma Walsh

Volunteer Services Manager

emmawalsh@womenscentre.org.uk