Volunteer Role: Fundraising Volunteer

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| **What is this role?** | *This volunteer role will involve working with the Fundraising Manager to help prepare communications for our Christmas appeal and supporting some of our fundraising events.*  *This volunteer role will involve supporting the Fundraising Manager to create resources and communications for our Christmas appeal e.g. our Appeal letter and fundraising materials.*  *This volunteer role will also help support the running of two supporter fundraising events (taking place on the 4th December and in February 2024)*  *This volunteer role will involve helping prepare promotion materials, helping to plan logistics and supporting the delivery of the events.*  *This opportunity is available from now until the end of February 2024.* |
| **How much time will it take up?** | *Ideally 1 day a week at the Boaz office in Hulme. (If preferred two half days could be discussed with one in the office and one from home.)* |
| **Where would I be volunteering?** | *Kath Locke Centre, 123 Moss Lane East, Manchester, M15 5DD.* |
| **What are Boaz looking for?** | *Someone with good written and verbal communication skills, who is calm, flexible and a good problem solver. You should have a strong interest in the work of Boaz and good experience of working with computers using programmes like word and excel.* |
| **Support, supervision and training** | *Emma Kevan - Fundraising and Partnership Manager.*   * Boaz Induction covering who we are, how we work, who we work with and how we’d like you to work with us. * They will also regularly review your volunteering with you to make sure you are happy in the role. * Ros Holland, our Chief Executive is also available to discuss any issues or problems that occur. |
| **What will I get out of it?** | *We hope that you will get to know the day to day work of the Boaz Trust better and will enjoy sharing about this work with others and knowing you are helping to raise funds to support our vital work.* |
| **Further information** | Travel expenses provided |

Interested? Then we’d love to hear from you. Simply complete our Volunteer Application Form (being sure to complete the section on which role you’re applying for) and return it us at [engage@boaztrust.org.uk](mailto:engage@boaztrust.org.uk) or to Emma Kevan - Fundraising & Partnerships Manager, [emmakevan@boaztrust.org.uk](mailto:emmakevan@boaztrust.org.uk)

If we think you and the role could be a good match we’ll ask you in for a relaxed chat and take it from there. We look forward to hearing from you.

NB. We are unable to take on any volunteer without satisfactory references.

**If you’re already an approved Boaz volunteer, simply register your interest with the office.**