

Philanthropy Volunteer - Role Description

Location	London, Predominantly Head-Office based
Time expectation	A few hours a week, or a full day every two weeks
Supported by	Philanthropy Executive
Team	Philanthropy and Corporate Partnerships
Background of Cystic Fibrosis Trust	<p>Cystic fibrosis (CF) is a genetic condition affecting more than 10,800 people in the UK. You are born with CF and cannot catch it later in life, but one in 25 of us carries the faulty gene, usually without knowing it.</p> <p>The Cystic Fibrosis Trust is the UK's only charity dedicated to fighting for a life unlimited for everyone living with cystic fibrosis and their friends and families. The Trust funds cutting-edge research drives up standards of care and supports people with the condition and their loved ones every step of the way.</p>
Info about this role	<p>The role will sit between three different streams of fundraising: Major Donors, Corporate and Trusts. This team is known as the Philanthropy and Corporate Partnerships (PCP) team. We are looking for a volunteer to help a few times a month with some general admin roles such as proofreading and sending out fundraising appeals, and also PCP-specific tasks such as sending out welcoming letters to new Trusts to allow us to capitalise on relationship-building, researching Charity of the Year opportunities and other ad-hoc tasks such as proofreading Trust applications, and assisting with High Value Donor events.</p> <p><i>You can help in many ways, for example:</i></p> <ul style="list-style-type: none"> • <i>Top, tailing and sending appeals and other stewardship items to High Value Donors</i> • <i>Ensuring our database is up to date and we are using the correct information based on the Charity Commission website</i> • <i>Assist in researching fundraising opportunities such as Charity of the Year and new Trusts we can apply to.</i>
What are the benefits to me and to the charity?	<p>By joining the Trust, you can:</p> <ul style="list-style-type: none"> • Make a difference to people with cystic fibrosis and those affected by the condition • Gain valuable experience for your CV • Be supported through an induction and on-going learning and support throughout your role • Be reimbursed for your travel expenses up to (TBC) and up to £5 for lunch* (or the current expenses policy) • Gain real experience of working across three key teams: Major Donors, Trusts and Corporate Teams which will help you to determine which field you would like to work in long-term • Know that you are working within an ambitious team and contributing to important fundraising targets

<p>We are looking for someone ...</p>	<ul style="list-style-type: none"> • Experienced in general admin tasks and working with Microsoft Word • Available to volunteer over the next six months, in Head Office • Good attention to detail • Good at team-working • Some experience with researching fundraising opportunities is desirable
<p>Training and support</p>	<ul style="list-style-type: none"> • Full support will be given with software packages that we use e.g. NG donor management database • Managed by the Philanthropy Executive • Flexible hours
<p>Recruitment & selection process</p>	<p>We aim to run an inclusive volunteering programme, which is open to all. We particularly welcome applications from people who have or have been affected by cystic fibrosis. Our process of recruitment is:</p> <ul style="list-style-type: none"> • Registering your interest • Identifying your suitability for the role through a telephone discussion • Collecting references and confirming your start date • Holding an informal meeting • Setting up an induction
<p>How to apply</p>	<p>To apply please send in your up to date CV and covering letter detailing your suitability for the role.</p> <p>Send your application to volunteering@cysticfibrosis.org.uk</p> <p>The closing date for applications is 30th July 2021. We will shortlist on the 2nd of August and expect interviews to be held on the 5th and 6th of August.</p> <p>Please contact Ellie Jones, Philanthropy Executive if you would like any further information on this role.</p> <p>Ellie.Jones@Cysticfibrosis.org.uk 07813 455411</p>