**[TEMPLATE] Role description: Virtual fundraising volunteer**

**Title:** Virtual fundraising volunteer

**Responsible to:** [INSERT WHO VOLUNTEER REPORTS TO]

**What is a volunteer fundraiser?**

We are looking for a volunteer fundraiser who will help raise awareness and donations for our organisation. [INSERT INFORMATION ABOUT YOUR ORGANISATION – BE BRIEF].

There are endless possibilities when it comes to fundraising and we would welcome any creative ideas to generate donations. Some popular suggestions of ways to fundraise virtually include: hosting an online event, donating a portion of sales from items or services, or doing a sponsored activity at home or in your garden

**Why be a volunteer fundraiser?**

[LIST THE BENEFITS OF BEING INVOLVED WITH YOUR ORGANISATION AS A FUNDRAISER, HERE ARE SOME EXAMPLES YOU CAN USE]

* Raise awareness for worthwhile causes
* Support small charities through difficult times
* Join a friendly team who are passionate about our cause
* Use your skills and experiences to encourage others to engage with fundraising efforts
* Learn more about volunteer involving organisations in Wales
* Be part of our organisation and support us to make a bigger difference together
* Create a positive collective online community

**What’s involved?**

[OUTLINE IDEAS FOR FUNDRAINING VOLUNTEERS COULD UNDERTAKE]

Any extra information [any further tasks that you may combine with your fundraiser such as admin or finance]

The place of volunteering

[INSERT LOCATION FOR FUNDRAISING – AT THE MOMENT WE WOULD EXPECT THIS TO BE FROM HOME]

Time commitment

[insert the suggested time commitment, this may be agreed between the volunteer and co-ordinator]

Staff contact

[insert the name, email and telephone number of the lead person who will be responsible for the volunteers]

Training

[insert details of the training that will be available for the volunteer. All volunteers should be offered an induction and have the opportunity to attend organisation’s key events as appropriate]

Support

[insert details of the support available for volunteers i.e. Volunteers will receive ongoing support with the volunteer co-ordinator, with regular one-to-one meetings arranged. The frequency of these will be determined by the time commitment of the volunteer and their individual needs]

Resources

Volunteers will be provided with guidance on Codes of Fundraising Practise

[outline any other resources specific to your organisation that will be made available to volunteers e.g. brand/media packs, case studies, case for support materials]

**The do’s and don’ts of volunteering with [INSERT NAME OF ORGANISATION]**

[These are examples do’s and don’ts – there may be others you wish to add]

* Do let us know if you need support to carry out your volunteering role
* Do ensure you are clear on the expectations of your role
* Do keep in touch with your Volunteering Co-ordinator
* Do ensure you have a safe volunteering environment and follow the government’s coronavirus guidelines and lockdown restrictions when fundraising from home.
* Make sure you tell your Volunteer Coordinator if there are any issues or you have concerns

**Role description created: [INSERT DATE]**

**Role description review date: [INSERT DATE]**