



Fundraising Volunteer Role Outline

Location – Working from home

Hours – Depending on availability

Reporting to – Director of Fundraising

This is an unpaid volunteer position. Certain out of pocket expenses incurred in connection with the volunteering role will be reimbursed.

Overview

The Archbishop of York Youth Trust are recruiting a Fundraising Volunteer for a period of 6 months. This role requires a research-focused individual, with clear attention to detail and interest in the Youth Trust's work. This individual needs to be a team-player with a willingness to learn new skills.

The role description and specific tasks will involve helping to build the capacity of the Fundraising Team and will include researching potential fundraising opportunities for the Youth Trust, assisting with event planning and helping to process donations.

Responsibilities

Prospect Research:

- Undertaking predominantly internet-based research on existing, warm, cold and lapsed funders and prospective funders
- Reviewing existing prospects and checking their latest funding criteria
- Sourcing new funding prospects using online databases. Setting up new funding searches and generating reports in connection with specific projects.
- Local and community funder prospecting. Exploring community funds or funding linked to potential growth for the Trust.
- Ensure that records are kept in line with GDPR regulations
- Update donor and prospect records on the ThankQ database
- Tailor co-ordinated applications to prospective donors – with a view to engaging them with the Youth Trust's work

Bid Writing:

- Contribute to the writing of small Trust applications
- Research the needs and context of young people, to help target and enhance applications

- Identify appropriate small Trusts to apply for in conjunction with the Director of Fundraising

Required skill set

As this role is voluntary, we are looking for an individual who is interested in supporting the Youth Trust to help children and young people to transform society and who is keen to contribute to our work. We will give you regular support to grow in fundraising and a reference for future employment, alongside opportunities to learn a range of fundraising tasks.

You will need to have a working laptop or computer and internet access. This is a remote home working volunteer arrangement, in line with government guidance to work from home.

All volunteers will be expected to follow the Youth Trust's policies and procedures including confidentiality, health and safety and equality and diversity.

About the Archbishop of York Youth Trust

The Archbishop of York Youth Trust is passionate about developing opportunities for young people to grow in leadership, faith and character, in partnership with schools, churches and communities. Through the Young Leaders Award, the Youth Trust has empowered over 100,000 young people from over 850 schools to learn and practice key leadership skills and character virtues and to transform their communities through social action.

For more information on the Youth Trust, visit abyyt.com or phone 01904 231010.

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