



# Volunteer Role Description Fundraiser

*Jigsaw relies on the support of volunteers to help with fundraising in order that Jigsaw can continue to provide services.*

*As a volunteer fundraiser you will report to the Fundraising and Communications Coordinator.*

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**Fundraising tasks:**

- Bag packing at local supermarkets
- Helping at community venues with tombola, cake sales, raffles etc.
- Organising your own fundraising event (i.e. coffee morning)
- Taking part in a sponsored event
- Helping to source prizes for events
- Helping to organize events
- Helping with publicity for events

**Skills and requirements for the role:**

- Friendly outgoing personality
- Ability to use own initiative and work unsupervised
- A willingness to work within the relevant policies and guidelines of Jigsaw Support Scheme
- Enthusiasm
- Willingness to help as and when you have time
- Ability to work as part of a team
- Literate
- Numerate
- Organisational skills
- Telephone access (preferably a mobile able to receive text messages)

**Estimated hours:**

- As a volunteer you control the time you give and Jigsaw will always try to be flexible and fit in with your other commitments
- You will only be asked to do short-term or one-off events
- You will be offered specific volunteering opportunities but you will decide whether you take part

**Induction and training:**

- Volunteers will be invited to participate in an induction session either at Jigsaw, their place of study (if school age) or will have a brief induction at the event.
- The fundraising and communications coordinator will provide training at the start of the voluntary post being taken up, and will be in regular contact with volunteers