

Volunteer Community Events Fundraiser Coordinator

East Sussex Wildlife Ambulance and Rescue Service (WRAS) is an award winning community charity, providing a front-line rescue service and veterinary hospital, responding to calls from members of the public, vets, local authorities, and other animal welfare organisations.

Our aim is to Rescue, Care and Rehabilitate injured wildlife across East Sussex.

WRAS provides quality care as swiftly, safely and humanely as possible to relieve the suffering and to restore the health of wildlife so they can be released back into their natural habitat.

This is a brand new and exciting opportunity for someone who enjoys supporting and enthusing others to realise their aims. You will need to be innovative and be prepared to try new ways to engage our supporters, to maximise funds to enable us to increase the level of service and response to the needs of wildlife.

You will be a valued member of our Volunteer team and will have the opportunity to learn about our work, how wildlife survives, what the impact human lifestyles have on their survival and how we can educate people to make their habitat safer.

Your support will make a huge difference.

Overall Purpose

To maximise income from Community and Events fundraising.

To actively develop volunteer fundraisers, groups and workplaces in a variety of fundraising activities.

To raise the profile of WRAS in the local community.

Key Areas and Duties

- Coordinate a range of activities and events within the community.
- Deliver WRAS's own charity events, maximising on publicity and engagement of third parties.
- To recruit, develop, motivate and support WRAS's fundraising groups to independently manage their own fundraising activities, ensuring they have a 'great experience' supporting WRAS
- To work with the Operations Director to produce a wide range of materials for fundraising events and activities.
- To ensure fundraising volunteers are acknowledged and thanked for their efforts and where appropriate advertise the results.
- Develop beneficial and lasting networks within in the community to raise the profile and activities of WRAS
- Maintain accurate records and details in line with GDPR legislation of volunteer fundraisers activities along with in-house events.

Additional duties:

- Include raising the profile of the charity and generating other voluntary income in support of the delivery of WRAS services.
- To review in conjunction with the Operations Director WRAS's fundraising activities updating information on a regularly basis.
- To work at all times in compliance with the Fundraising Regulator's Code of Practice
- Maintain up to date knowledge of trends in fundraising techniques and best practice.
- To understand and adhere to all WRAS Policies and Procedures.
- Willing to travel locally and from time to time work from the office at Whitesmith.

Skills & Experience:

- Professional Fundraising experience, ideally with an Institute of Fundraising certificate
- Experience of organising and supporting events and community fundraising
- Excellent customer service skills with the ability to manage difficult situations if they arise.
- Strong interpersonal skills, with the ability to develop warm and productive relationships.
- Excellent written and verbal communication skills with the ability to inspire others.
- Excellent planning, organisational and time management skills
- Ability to multi-task a number of projects at any one time
- Ability to think creatively and respond quickly to new opportunities
- Ability to work with attention to details and with accuracy.
- Self-Motivated.
- Ability to working on own initiative.

This is a home based post although there will be a requirement to work from the office at Whitesmith from time to time.

Car owner/driver is desirable due to location of the Care Centre.

Hours recommended are at least 7 to 12 hours per week