



Role Description

Role Title:	Fundraising and Events Volunteer
Reports To:	Head of Fundraising and Communications
Start Date:	Jan 2019 TBC
Salary:	Unpaid volunteer role
Hours:	Up to 8 hours per week, to be agreed with the candidate

BACKGROUND

UK-Med provides emergency healthcare support in times of crisis and humanitarian emergencies. We work with other agencies to coordinate the UK Emergency Medical Team (UKEMT) – a national programme deploying healthcare services to sudden onset disasters on behalf of the UK Government – as well as deploying independently or in collaboration with other humanitarian NGOs. Now we need your help!

We are seeking an enthusiastic and creative individual to help support with a range of fundraising activity in order to generate funds for UK-Med. You will have excellent planning and verbal and written communication skills, a can-do attitude and be committed to the vision and mission of UK-Med.

We offer a flexible opportunity to get invaluable experience and mentoring at a frontline NGO, along with a friendly environment and the opportunity to make a real difference through humanitarian work. This role would be ideal for someone who is interested in pursuing a career in fundraising, events, or the charity sector, and the Head of Fundraising and Communications would work with the successful candidate to draw up a personal development plan to get the most out of the volunteering experience.

Purpose of the Role

Join the organisation at an exciting time of growth in the role of the Fundraising and Events Volunteer and support the Head of Fundraising Communications to develop the charity's fundraising via corporate partnerships, trusts and foundations and events.

The role will be based at the UK-Med office in Manchester or working from home and volunteering patterns can be decided with the candidate.

Key Activities

- Identify, research and write applications for funding to a broad range of private and corporate trusts



- Identify and prioritise corporate partnership opportunities and create engagement plans
- Help create fundraising materials for supporter-led fundraising – how to guides, fundraising FAQ's, event planning tools
- Feed into fundraising strategy development

Personal attributes. Experience, Skills & Knowledge

Personal attributes

- An interest in charity fundraising
- Ability to use own initiative and be proactive
- Enjoyment of a fast paced environment
- Determined and committed to high quality standards with excellent attention to detail
- Interest in and commitment to UK-Med's humanitarian mandate
- Self-motivated, flexible and enthusiastic approach to work.

Experience (Desirable but not essential)

- Experience conducting independent research and consolidating complicated information
- Experience of planning events

Skills & Knowledge (Desirable but not essential)

- Excellent IT skills
- Excellent communicator with strong and persuasive written and oral skills to present and convey complex ideas and issues clearly and coherently
- Excellent research skills

For an informal discussion about this role, please email Holly Smith (Head of Fundraising and Communications, UK-Med) at holly.smith@uk-med.org

Applicants should apply by sending a current CV with full contact details. This should be submitted with a supporting letter of application (no longer than 1 A4 page) answering the questions:

1. Why are you interested in the role?
2. What personal attributes, experience, skills and knowledge would you bring to the role?

This is an unpaid volunteer role, however pre-agreed expenses will be reimbursed. Please indicate in your letter where you saw the role.

Closing date: Sunday 27th January 2019

To be submitted to recruitment@uk-med.org