



# Volunteer Role Description

## Community Events Fundraiser Volunteer

### **What is a Community Events Fundraiser Volunteer?**

One of the main ways that the Charity is advertised in the local community is to attend events, these events include but are not limited to; village or town fates and fairs, stalls at Christmas events within the Community and specific days such as "Play Days". As a Community Event Volunteer your role would include as indicated below, attending the events, support the fundraising team, giving our information relating to the Charity and other such tasks.

### **What's involved?**

Volunteers will assist staff/volunteers undertaking various tasks, including:-

- Assisting in raising funds for Dame Vera Lynn Children's Charity
- Helping raise awareness and the profile of Dame Vera Lynn Children's Charity
- Supporting participants at sponsored events
- Operating Dame Vera Lynn Children's Charity stalls at events
- Assisting at registration desks and stewarding
- Serving on refreshments stalls
- Carrying out bucket collections
- Setting up and dismantling of stalls
- Participating in any specialised training relevant to the event

### **Skills and qualities beneficial for the role:**

- Show a flexible, positive and cheerful attitude and personality
- Be a good communicator and enjoy meeting people
- Maintain a good/professional public image
- Function on your own and effectively within a team
- Be patient and persevering
- Be adaptable to undertaking a range of tasks.
- Get to events independently

### **What's in it for you?**

- Enjoyment of meeting a variety of new people
- Gain new skills and experiences
- Opportunity for others to learn and benefit from your skills and experiences

- A huge sense of satisfaction in knowing you are helping others and making a difference
- Acknowledgement that Dame Vera Lynn Children's Charity would not be able to offer the services to families without the commitment of volunteers.

### **Extra information**

#### **Location:**

- You will be based at: Out and about in your local community and surrounding areas

#### **Time commitment:**

- Specific times will be as agreed with allocated point of contact.
- A willingness to cover some unsociable hours, eg early morning assemblies, early evening meetings, would be greatly appreciated
- Flexibility for volunteering at Dame Vera Lynn Children's Charity to fit in with your individual availability and personal commitments

#### **Dress Code:**

- Smart casual, appropriate to weather conditions; comfortable shoes.

#### **Reporting To:**

- Communication and Fundraising Executive 01444 473274 [debra.elliott@dvlcc.org.uk](mailto:debra.elliott@dvlcc.org.uk)

#### **Training/Resources:**

- Task specific training will be provided as you volunteer.
- Mandatory training such as Moving & Handling, Fire Training, Data protection and Safeguarding. In addition, you will complete an induction with your line manager. Specific, specialist training will be provided where appropriate/relevant to the area you will be assigned to. Ongoing support is available to volunteers through their line manager.
- Some volunteering opportunities at Dame Vera Lynn Children's Charity will require an enhanced Disclosure check by the DBS – this does not mean that you cannot volunteer for us if you have a previous conviction. Dame Vera Lynn Children's Charity conforms to all aspects of the Rehabilitation of Offenders Act 1974.
- Volunteers must participate in occasional training/information sessions and respect the policies of Dame Vera Lynn Children's Charity. Where applicable Volunteers must be prepared to undertake regular updating of Mandatory training as and when required.
- Dame Vera Lynn Children's Charity operates a non-smoking policy throughout all the building. This includes electronic cigarettes and vaping.

### **About Dame Vera Lynn Children's Charity**

Supporting under 5s with cerebral palsy and other motor learning impairments realise their full potential

The Charity was created to give very special children a place where they can learn and thrive in a warm, supportive setting that understands their unique journey.

Through our early intervention service and support network, we work alongside families to give their very young children the best possible start in life – so that they can realise their full potential.

We receive no statutory funding and rely entirely on the community to raise our funds. Your support is extremely important to us and we are grateful to each and every one of our supporters.