

# Volunteer role description

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Role details	
<b>Role title</b>	<b>Unit Fundraising Lead, Community Fundraising</b>
<b>Time commitment</b>	<b>Six hours per week, evenings, weekends plus some daytime</b>
<b>Accountable to</b>	<b>Unit Manager</b>

This person will be your main point of contact while volunteering for St John Ambulance. They will provide you with the support and supervision necessary for you to perform your role.

About St John Ambulance
No one should die because they needed first aid and didn't get it. St John Ambulance (SJA) teaches people first aid so they can be the difference between life and death, and you can help us do this.
Purpose of the role?
As a unit fundraising lead you will be responsible for coordinating all unit fundraising activities in partnership with the unit manager and under authorisation from the Regional Fundraising Coordinator.
What would you be involved in?
<ul style="list-style-type: none"><li>• Coordinate and organise any unit level fundraising activities</li><li>• Liaison with Regional Fundraising Coordinator and their team</li><li>• Maintenance of records to do with fundraising activities</li><li>• Represent St John Ambulance in a professional manner at all times</li><li>• Assist the Unit Manager as appropriate with other tasks.</li></ul>
What are we looking for?
<ul style="list-style-type: none"><li>• An enthusiasm for the work of St John Ambulance and an appreciation of our values</li><li>• Someone who is outgoing, determined and energetic</li><li>• Someone who likes to talk with people</li><li>• Someone who is able to work as part of a team or on their own initiative under guidance</li><li>• Knowledge of their local community</li><li>• Experience of fundraising or event organisation would be useful (but not essential).</li></ul>
Support and training available?
<ul style="list-style-type: none"><li>• Fundraising policy and practice</li><li>• First aid training.</li></ul>
Location of this volunteering role?
Role is unit and home based.
Role specific commitments?
<ul style="list-style-type: none"><li>• Induction to role</li><li>• We would ideally like you to volunteer for us at least once a week.</li></ul>

This role description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Prepared by: Volunteering	Date of preparation: June 2014
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