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**Fundraising Assistant**

If you are passionate about the charity sector and its work and want to make a real difference to the work of charities then this role is for you.

**Join our team to help us raise money and awareness of our charity. Bring your creativity, energy and enthusiasm for fundraising to our team to help support our cause.**

**What does the fundraising role involve?**

We are looking for someone who can develop and organize local/community fundraising activities and awareness events i.e. table top sales, charity run, quizzes, generate interest in our community in what we do and how they can help by putting up posters and handling out flyers, delivering a presentation to a school in your local area and approaching commercial organizations/companies for sponsorship and donations.

**Have you got the following skills & experience?**

* A professional and friendly telephone manner;
* Good written and verbal communication skills;
* Ability to work on own initiative;
* We need someone who has: enthusiasm, organisational and people skills, an interest in meeting people from a wide variety of backgrounds
* Previous fundraising experience would be a bonus;
* Own means of transport would be beneficial.

**How much time should you offer? Where will you be based?**

• We are looking for volunteers who are able to meet with us for 1-2 hours on a

• EPC Office at Community House, 311 Fore Street, London, N9 0PZ and in the local

community.

# What will we expect from you?

● Commit to volunteering with us for at least 6 months.

● Perform your volunteering role to the best of your ability.

● Maintain the confidential information of the organization and of its users.

● Read and comply to EPC’s policies, procedures and guidelines.

● Attend any training relevant to your duties.

● Act in a professional way whenever you represent EPC.

● Raise any concerns at the earliest opportunity.

● Give us as much notice as possible should you be unable to attend or carry out

your volunteer role with us anymore.

**EPC is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. This means that we have a child protection and procedures in place.**

**What will you get in return?**

* Continuous support from our Fundraising manager
* Volunteering in an organization which has Investors in Volunteers accreditation and looks after their volunteers well.
* After completing 100 hours of voluntary work, you will be formally recognized by the Mayor of Enfield and receive 100 hours certificate for your time and commitment.
* Your travel expenses will be reimbursed
* We will write job references for you after 6 months of volunteering with us
* You will have the opportunity to learn new things and meet new people

**EPC is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.**

**All successful candidates for this role will be subject to Disclosure & Barring Service (DBS) check. EPC will reimburse DBS fees after volunteering with us for 6 months.**

**Who should you contact?**

**If you would like to apply please download our application form from** [**https://www.epandc.org.uk/volunteer**](https://www.epandc.org.uk/volunteer)

If you require further information regarding the role please contact Renata Carlet (working hours Monday and Tuesday) by emailing[**renata.carlet@epandc.org.uk**](mailto:renata.carlet@epandc.org.uk)or by calling **020 8373 6246.**