



FUNDRAISING AMBASSADOR

ROLE DESCRIPTION

We are looking for enthusiastic volunteers to support the work of Layla's Trust in their local community. Fundraising is a vital part of what we do and has the potential to raise thousands of pounds each year. Layla's Trust is eager to take full advantage of all fundraising opportunities available to us. Organising fundraising events is also an important way of raising awareness. We require Fundraising Ambassadors to take on a proactive role in exploring fundraising ideas, organising and coordinating events and building relationships with businesses and other organisations who may assist Layla's Trust with our fundraising aims in the future. Our Fundraising Ambassadors will be given a dedicated Layla's Trust email account in order for contact between the ambassador and clients to take place and for the ambassador to keep in regular contact with their appointed trustee and other members of the organisation.

THE ROLE INCLUDES:

- proactively seeking out and organising a variety of fundraising events and opportunities;
- liaising with local businesses/organisations in order to enable fundraising events and opportunities;
- attending both Layla's Trust organised events as well as events organised by Trust supporters;
- building and maintaining good relationships with local businesses/organisations and other charities to establish long-term and future fundraising opportunities;
- reflecting on the success of previous fundraising events and reviewing which events should be repeated/improved upon;
- reporting back to appointed trustee and treasurer.

FUNDRAISING AMBASSADOR WOULD NEED TO:

- be flexible in terms of hours worked. It is predicted that this role would require an average of two hours per week. (This would vary according to when fundraising events and opportunities were taking place. However, it should be noted that many fundraising events take place at the weekend and would therefore suit someone who has a reasonable level of availability at these times);
- be self-motivated and have good organisational skills as this role will be managed by the successful applicant and they will be accountable for fulfilling the role to the best of their ability;
- be an excellent communicator and be an enthusiastic ambassador for the charity when dealing with the public and people working in local businesses;
- have a full, clean driving licence and access to his or her own transport;
- be willing to undergo a full Disclosure and Barring Service check.