



Hants & Surrey Border Branch

Registered charity no. 201291

Role Outline Volunteer Event Fundraisers



Do something worthwhile to help local animals - come and join our team

As a volunteer working in as one of a team of fundraisers you will be expected to:-

1. Work under the supervision and direction of the Branch Representative (BR) responsible for each event and be willing to follow instructions and requests given by the BR.
2. Adhere to the policies relating to health and safety, insurance requirements, codes of conduct as detailed in the "Volunteer Code of Conduct" agreement and attend/complete any training, as required.

Key responsibilities of the role are:

1. Collect the Branch "Collect-and-Go" Fundraising Kit from the North Camp shop store; attend and set-up a fundraising stall at local events (shows, fairs, car boot sales, etc) on behalf of this branch.
2. Attend for the duration of the event and run the stall in accordance with the fundraising activities decided upon for the day.
3. Deal with members of the public visiting the stall in a professional and courteous manner.
4. Liaise with any organisers on the day, if necessary.
5. At the end of the event pack away all the Fundraising Kit, leave the event site as you found it, and return all the Kit to the North Camp store.
6. Complete any necessary paperwork provided and return as requested promptly following each event. (eg stock takes)
7. Be willing to provide feedback regarding the event to the BR.

NB. If there are any aspects of this job outline that you do not feel comfortable to handle, please discuss this with your Branch Representative.

Whilst this role is in a voluntary capacity, this branch of the RSPCA is happy to reimburse out of pocket expenses related to working as a volunteer, including, where applicable, car parking expenses, bus or train fares, mileage allowance.

It should be noted that this role involves dealing with members of the public and possibly event organisers at local public or private events, taking place on other organisations' property/land and in cooperation/partnership with them. Not only are you a representative of the RSPCA as a whole, as well as the RSPCA Hants & Surrey Border Branch, but you are also required to be considerate of the organiser's rules and conditions.

HOW TO APPLY:

If you are interested in learning more or applying for this position, please contact Joy Elliott, Branch Administrator on 07579 001459 or email: admin@rspcahantsandsurreyborder.org.uk