



Fundraising Events Support Volunteer

Role Title:	Fundraising Events Support Volunteer
Location:	Flexible – a mixture of home-based with time spent in office and at events
Hours:	Approximately 4-6 hours per week but very flexible
Duration:	Minimum 3 months (flexible)
Reports to:	Fundraising Manager (Community & Events)

About Waverley Care

Scotland is on track to be one of the first countries in the world to achieve zero HIV transmissions, and Waverley Care will play an essential role in getting us there.

A positive HIV diagnosis still has the power to knock people off their feet and impact every part of their lives. People living with HIV still carry the burden of decades of discrimination and misinformation about HIV. HIV is treatable, but the stigma and shame surrounding HIV holds people back and makes it different to other life-long conditions. Stigma and the fear of an HIV diagnosis still prevents many people at risk getting a test and knowing their status.

Our vision is for a Scotland where anyone living with or at risk of HIV can expect to be treated with acceptance, support and respect.

Waverley Care is Scotland's leading HIV and hepatitis C charity, and everything we do is guided by the experiences of the people we work with – this ranges from shaping the services we deliver through to how we influence national policy around sexual health and blood borne viruses.

We are at an exciting point in our history as we strive to reach the goal of zero transmissions by 2030. There is much work to be done, but as an organisation we are driven to create lasting change for everyone in Scotland living with, or at risk of HIV or hepatitis C.

You can find out more about the work we do at our website www.waverleycare.org.

About the role

If you're interested in pursuing a career in fundraising with a focus on events, this role will provide the perfect foundation, giving you the opportunity to gain hands-on experience and develop key skills. Or perhaps you already have voluntary/professional experience in event management and fundraising and want to use your valuable skills to give something back?

We organise or participate in a range of fundraising activities and events throughout the year, including ceilidhs, community events, bucket collections at the Fringe and other theatrical events, Pride marches, World AIDS day events and sponsored challenges such as Kiltwalks, marathons, abseils etc.

A significant amount of our income comes from community and events fundraising and the Fundraising Events Support Volunteer could support and contribute to our ambitious financial targets. This role will support the Fundraising Team with a variety of events throughout the year.

Duties may include:

- General administrative support to plan and deliver events
- Helping to set up and clear down events
- Representing Waverley Care at stalls at events
- Providing a friendly and welcoming atmosphere to event attendees

- Talking to members of the public about the work of Waverley Care
- Approaching local businesses for prizes and donations
- Working collaboratively with the Waverley Care team
- Distributing promotional materials, posters and flyers

About the person

Volunteers make a vital contribution to our work across Scotland, and anyone with an open mind and enthusiasm can get involved. We are currently looking for a Fundraising Events Volunteer to join the Fundraising team. You will be willing to learn about the work of Waverley Care, and about sexual health more generally, so that you can help us to make a success of our fundraising events. No prior knowledge is needed as we will provide training. However, we also welcome applications from those with prior event fundraising experience.

Key skills & attributes required for this role

- Great people skills, approachable and friendly
- Excellent communication skills and confident talking to a wide range of people
- Enthusiastic about Waverley Care
- Reliable and trustworthy
- Able to work as part of a team
- Basic IT skills, especially MS Word and Excel or willingness and ability to learn
- Ability to work independently and able to work under own initiative

Benefits to you

- Develop new skills – we will ensure you feel fully supported and knowledgeable to volunteer to the best of your ability and work with an experienced events team.
- Meet new and diverse people, be part of a welcoming and supportive organisation and a volunteering community.
- You will have the opportunity to get to know our services well and learn about the stories of those people in Scotland that we are supporting.
- Gain experience and skills that could lead to a future career in fundraising.
- Contribute to a charity that makes a real difference to the lives of people living with HIV and hepatitis.
- Travel expenses will be reimbursed.

Support and training

You will be offered induction training and role-specific training as required. You will be supported and managed in this role by the Fundraising Manager (Community & Events) and the wider fundraising and communications teams.

How to apply

To apply please submit a CV and a short cover letter (no more than one side of A4) explaining why you're interested and what you can bring to the role.

If you have any questions about this role, your suitability for it, or would like a conversation before applying for any reason then please email fiona.isard@waverleycare.org and we will get back to you as quickly as possible.